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1922

LONDON COUNTY COUNCIL.

STANDING ORDERS

OF THE

COUNCIL

AND

ORDERS OF REFERENCE TO COMMITTEES

IN OPERATION AS FROM

1st MARCH, 1922.

JAMES BIRD,


Clerk of the Council.

THE COUNTY HALL, LONDON.

February, 1922.

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STANDING ORDERS.

Statutory provisions are in brackets [] The dates in brackets after the orders are the dates on which the orders were made or revised by the Council.

I. STANDING ORDERS RELATING TO THE COUNCIL.

- 1.—[The ordinary day of election of county councillors shall be such day between the first and eighth day of March as the County Council may fix, and if no date is fixed shall be the eighth day of March. *County Councils (Elections) Act, 1891, sec. 1 (1).*] Election of councillors.
- 2.—[The ordinary day of election of councillors shall be fixed by the County Council not less than six weeks before the ordinary day of retirement of county councillors. *County Councils (Elections) Act, 1891, sec. 1 (4).*] Day to be fixed.
- 3.—[The ordinary day of retirement of county councillors shall be the eighth day of March in every third year, and on that day the county councillors then in office shall retire and their places shall be filled by the newly elected councillors who shall come into office on that day. *County Councils (Elections) Act, 1891, sec. 1 (2).*] Retirement of councillors.
- 4.—[Forty-eight hours at least before any meeting of the Council, notice of the time and place of the intended meeting, signed by the chairman or, if the meeting is called by members of the Council, by those members, shall be fixed on the offices of the Council. Where the meeting is called by members of the Council, the notice shall specify the business to be transacted thereat. *London County Council (General Powers) Act, 1893, Sched.*] Notice of meeting.
- 5.—[Forty-eight hours at least before any meeting of the Council, a summons to attend the meeting specifying the business proposed to be transacted thereat, and signed by the clerk of the Council, shall be left or delivered by post at the usual place of abode of every member of the Council. *London County Council (General Powers) Act, 1893, Sched.*] Summons to meeting.
- 6.—[Want of service of the summons on any member of the Council shall not affect the validity of a meeting. *London County Council (General Powers) Act, 1893, Sched.*] Want of service of summons.
- 7.—[In the year of election of councillors, the sixteenth of March, or such other day within ten days after the eighth of March as the Council may from time to time fix shall be the ordinary day of election of the chairman and of the aldermen. *County Councils (Elections) Act, 1891, sec. 1 (3).*] Day for election of chairman and aldermen.

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- 8.**—[In any year which is not the year of election of councillors, the day of election of the chairman may be such day in March, April or May as the Council may determine. *County Councils (Elections) Act Amendment Act, 1900, sec. 2.*]
- Election of chairman. **9.**—[The election of chairman shall be the first business transacted on the day of election. *Municipal Corporations Act, 1882, sec. 61 (2).*]
- Term of office of chairman. **10.**—[The term of office of the chairman shall be one year, but he shall continue in office until his successor has accepted office and made and subscribed the required declaration. *Municipal Corporations Act, 1882, sec. 15 (3).*]
- Election of aldermen. **11.**—[The election of aldermen shall be held immediately after the election of the chairman. *Municipal Corporations Act, 1882, sec. 60 (2).*]
- Refusal to serve. **12.**—(a) Every qualified person who, having consented to be nominated, has been elected to the office of chairman, alderman or councillor, and who shall not accept the office, shall (unless within the statutory exceptions) pay to the Council a fine of £1 sterling. *Municipal Corporations Act, 1882, sec. 34, and Local Government Act, 1888, sec. 75 (16c).*
- Resignation. (b) Any person elected to any of the offices aforesaid may resign the same by writing, signed by him and delivered to the clerk of the Council, on payment of a fine of £1 sterling. *Municipal Corporations Act, 1882, sec. 36.* [2-7-89]
- Vice-chairman and deputy-chairman. **13.**—The appointment of vice-chairman and of deputy-chairman shall follow immediately after the election of aldermen, or, if no aldermen are to be elected, then immediately after the election of the chairman. [22-12-91]
- *
Annual appointment of committees. **14.**—At the statutory meeting in March in every year the Council shall, as its first business after the election of chairman, aldermen (if any), vice-chairman, and deputy-chairman, proceed to the appointment of the committees and to the settlement of the references to be made to them. [25-6-89, 22-12-91, 7-12-09]
- Quorum. **15.**—[The quorum of the Council shall be one-fourth* of the whole number of the Council. *Local Government Act, 1888, sec. 75.*]
- Quorum at commencement of meeting. **16.**—If at the expiration of fifteen minutes after the hour at which any meeting of the Council is appointed to be held a quorum shall not be present, no meeting shall take place. [25-6-89]
- Count out. **17.**—If during any sitting of the Council the attention of the chairman be called to the number of members present, he shall count them, and if it be found that there is not a quorum present the Council shall stand adjourned. [25-6-89]
- Attendance book. **18.**—Every member of the Council attending a meeting of the Council shall sign his name in the attendance book kept for that purpose. [25-6-89]

19.—The Council shall meet at half-past two o'clock in the afternoon of Tuesday in each week unless otherwise specially ordered by the Council. The Council may, if it think fit, adjourn over any period.

Ordinary meetings.
Adjournment.

[14-6-04]

20.—[At every meeting of the Council the chairman, if present, shall be chairman of the meeting. If the chairman is absent, then the vice-chairman or the deputy-chairman shall be chairman of the meeting. If the chairman, the vice-chairman and the deputy-chairman are all three absent, then such member of the Council as the members then present shall choose shall be chairman of the meeting. *London County Council (General Powers) Act, 1893, Sched.]*

Chairman.

21.—[(a) Representatives of the press shall be admitted to all meetings of the Council, provided that the Council may temporarily exclude such representatives from a meeting as often as may be desirable at any meeting when, in the opinion of a majority of the members of the Council present at such meeting, expressed by resolution, in view of the special nature of the business then being dealt with or about to be dealt with, such exclusion is advisable in the public interest. *Local Authorities (Admission of the Press to Meetings) Act, 1908, sec. 1.]*

Admission of press.

(b) The public shall be admitted to all meetings of the Council, provided that the Council by resolution may temporarily exclude the public whenever such exclusion is advisable in the public interest.

Admission of public.

Provided also that in the event of disorder in the public gallery it shall be competent to the chairman at his discretion to take all steps necessary for the removal of any person from the gallery, and thereafter for the exclusion from the gallery of any person so removed, either for the remainder of the sitting or for such shorter period as in the judgment of the chairman may be sufficient to prevent a recurrence of such disorder.

Disorder in public gallery.

(c) The mover of a motion for the temporary exclusion of press or public or both from a meeting may speak for not more than five minutes, and shall not have a right of reply. The speech of the seconder of the motion or of any subsequent speaker shall not exceed five minutes in length. A second motion to a like effect shall not be made in respect of the same original business unless in the opinion of the chairman the circumstances of the case have altered.

Exclusion of press or public.

[19-3-89. 7-7-08. 22-12-08. 9-2-09]

22.—At the conclusion of any speech the chairman may at his discretion accept a motion, without debate, for the adjournment of the meeting for a specified period not exceeding two hours. Such motion may provide for the adjournment to take place at a specified time not later than one hour after the motion is made.

Adjournment for short period.

[22-12-08]

23.—The chairman may at any time, if he thinks it desirable in the interests of order, adjourn a meeting or suspend a sitting of the Council for a time to be named by him.

Adjournment by chairman.

[22-12-08]

Adjournment
after five hours.

24.—(a) Five hours after the commencement of any meeting the Council shall adjourn unless at the time in question or within the previous hour the Council resolves, on motion, to continue the sitting. The motion, which shall be put without debate, may with the consent of the Council limit the business to be dealt with at the continued sitting.

(b) Whether the sitting be continued or not the Council before adjourning shall take unopposed business.*

(c) The period of five hours referred to in this order shall be inclusive of any temporary adjournment.

(d) This order shall not apply to any meeting of the Council sitting as the licensing authority in respect of music, music and dancing and stage-plays licences.

[30-3-97. 19-7-04. 22-12-08]

Adjourned
meeting.

25.—The Council may adjourn a meeting to any day or hour (as it thinks fit), but no business shall be transacted at an adjourned meeting except such as was set out in the summons for the meeting of which it is an adjournment. [25-6-89]

Notice of
adjourned meet-
ing.

26.—When a meeting is adjourned for more than twenty-four hours, notice of the adjourned meeting shall be sent to each member of the Council, specifying the business to be transacted. [10-5-04]

Meeting called
by chairman or
20 members.

27.—[The chairman may at any time call a meeting of the Council. If the chairman refuses to call a meeting after a requisition for that purpose, signed by twenty members of the Council, has been presented to him, the members of the Council signing the requisition may forthwith on that refusal call a meeting. If the chairman (without so refusing) does not within seven days after such presentation call a meeting, the said members of the Council may, on the expiration of those seven days, call a meeting. *London County Council (General Powers) Act, 1893, Sched.*]

Special meet-
ings re purchase
of tramways.

28.—[A special meeting of the Council must be convened for the purpose of deciding with regard to proposals (i.) to give notice, under the provisions of section 43 of the Tramways Act, 1870, requiring the owners of a tramway to sell their undertaking to the Council, or (ii.) to purchase a tramway undertaking by agreement under section 44 of that Act; and no resolution passed at such meeting shall be valid, unless a month's previous notice of the meeting, and of the purpose thereof, has been given in manner in which notices of meetings of the Council are usually given, nor unless two-thirds of the members of the Council are present, and vote, at the meeting, and a majority of those present, and voting, concur in the resolution. The chairman with the consent of the majority of the members present may adjourn any such meeting from time to time. *Tramways Act, 1870, sections 43 and 44.*]

[24-3-08]

Month's notice
required.

Time of meeting 29.—A special meeting of the Council, convened for the purpose of deciding with regard to proposals for the purchase of tram-

ways under sections 43 and 44 of the Tramways Act, 1870, may be held during an ordinary meeting of the Council, at any time after the hour specified in the notice, when it shall have been ascertained that the requisite number (two-thirds) of the members of the Council are present. [10-5-04]

BUSINESS AT COUNCIL MEETINGS.

- 30.—[No business shall be transacted at a meeting other than that specified in the summons relating thereto, except any matters of urgency brought up in accordance with any standing order made by the Council. *London County Council (General Powers) Act, 1893, Sched.]** Limit to business.
- 31.—The order of business at every ordinary meeting of the Council is as follows— Order of business.
- Minutes of previous meeting.
 - Petitions.
 - Opening of tenders.
 - Report as to documents sealed.
 - Questions.
 - Reports of committees.
 - Notices of motion.

The annual capital and maintenance estimates of expenditure shall be considered immediately after the report of the Finance Committee. [10-5-04. 18-2-08. 23-7-12. 7-7-14]

- 32.—The chairman may in his discretion bring forward any business at any stage. Chairman may bring forward business. [2-7-89]
- 33.—Except as provided in standing order No. 101, matters which the chairman considers urgent and which have arisen too late to be specified in the summons may be brought before the Council by the chairman with the consent of a majority of the whole Council or of three-fourths of the members present. Urgent matters. [13-3-94. 8-5-00. 7-7-14]

Minutes of previous meeting.

- 34.—[Minutes of the proceedings of every meeting of the Council shall be drawn up and printed, and shall be signed at the same or the next ensuing meeting by the chairman of the meeting at which the minutes are signed. *London County Council (General Powers) Act, 1893, Sched.]* Minutes.
- 35.—The minutes of the last meeting shall be taken as read, with a view to confirmation, provided that a copy of the minutes shall have been sent to each member of the Council twenty-four hours previously. Minutes taken as read. [21-3-89]
- 36.—No motion or discussion shall be allowed upon the minutes, except as to their accuracy; and any objection upon that ground must be made by motion. No discussion on minutes. [25-6-89]
- 37.—The statements of the Finance and other committees shall be recorded as addenda to the minutes of the Council, and shall be signed as part of the proceedings of the Council. Finance and other statements. [16-4-89. 19-2-07. 7-7-14]

* See standing order No. 33.

Petitions.

Petitions.

- 38.—Petitions may be presented by members of the Council immediately after the confirmation of the minutes, but the presentation of a petition shall not be accompanied by any speech or comment. [25-6-89]

Fictitious, etc.,
petitions.

- 39.—If a petition presented to the Council be found, on examination by the committee to which it has been referred, to be fictitious or in any way falsified, the committee shall report the matter to the Council with any recommendation which they may think proper to make with regard to it. [12-12-93]

*Tenders.*Tenders above
£1,000.

- 40.—All tenders where the estimated expenditure exceeds £1,000, except tenders received for the supply of stores and for maintenance works included in the order of reference to the Stores and Contracts Committee, shall be opened in the Council by the chairman, and, after being initialled by him (or by the vice-chairman or the deputy-chairman) stand referred, without being read out, to the committee concerned. [2-4-89. 27-6-99. 13-12-04. 9-12-19. 15-2-21]

*Report as to documents sealed.*Reports as to
sealing.

- 41.—At each meeting of the Council the number of documents sealed since the previous meeting shall be reported, with a reference to the page of the seal register on which the particulars of such documents appear, and the register shall be laid on the table at each meeting so as to be accessible to all the members of the Council. [11-4-93]

*Questions.*Questions at
ordinary
meetings.

- 42.—(a) At an ordinary meeting of the Council questions relevant to the general work or procedure of the Council may be put without comment and without prejudice to the right of a member to speak on any motion before the chair, subject to the following conditions—

Written notice
of questions.

(i.) Notice of questions must be given in writing to the clerk of the Council not later than the first post on the day of the meeting, and he shall forthwith furnish copies of such questions to the chairman of the Council and to the chairmen of the committees concerned; and if the chairman of the Council is of opinion that a question is out of order or unduly long, he shall cause the member to be so informed, and shall not allow the question to be put.

Questions to
chairmen of
committees.

(ii.) Questions germane to the work of a committee shall be put to the chairman of a committee or to a member acting on his behalf. Provided that—

(1) Questions addressed to chairmen of committees shall be put immediately before the reports of committees are taken.

(2) The time during which questions may be put shall not exceed 30 minutes.

(3) Questions shall be put to the chairmen of committees in the alphabetical order of the titles of committees and in rotation.

(iii.) Without notice as aforesaid no question shall be put except questions of urgent importance of which the chairman shall be the judge. Questions without notice.

(iv.) If after a reply to a question a member considers that his question requires further elucidation he may ask for a further reply, but otherwise no supplemental question may be put except by leave of the chairman. Supplemental questions.

(b) At a special meeting of the Council questions may be put in accordance with the order relating to questions at ordinary meetings, except that questions shall be limited to matters arising for consideration at that meeting. Questions at special meetings.

[25-6-89. 10-5-04. 22-12-08. 23-7-12. 7-7-14]

- 43.—A member putting a question under standing order No. 42, and the member giving a reply to such question, shall be furnished with a copy of such reply. Replies to questions.
[20-12-10]

Reports of committees.

- 44.—Except as to any report which a committee may submit as a matter of urgency (of which urgency the chairman of the Council shall be the judge), the reports and recommendations of committees shall be printed and sent to each member of the Council so that the same may, in the ordinary course of post, be delivered at the address of each member in London at least forty-eight hours before the meeting of the Council at which they are to be submitted. Circulation of reports.

[25-6-89. 21-1-90. 11-2-90. 7-7-14]

- 45.—Except as provided in standing order No. 101, reports of committees which meet later than Thursday in any week shall not, unless with the assent of the chairman of the Council, be submitted to the Council at the meeting immediately succeeding that of the committee, but shall be submitted one week later. Committee meetings held after Thursday.

[21-1-90. 11-2-90. 7-7-14]

- 46.—Reports of committees shall be taken in the following order:—Report of Finance Committee; report of General Purposes Committee; reports (other than periodical reports) deferred from previous meetings; report of Education Committee; reports of other standing committees in alphabetical order of their titles and in rotation; reports of special committees; periodical reports of standing committees submitted under standing order No. 163. Order of reports.

[14-6-04. 17-10-05. 7-7-14]

- 47.—The report of a committee shall stand on the responsibility of the committee. On such report being called on for consideration, the member in charge of the report, if he submits the report, shall move—"That the report be received," and shall be held to move each recommendation contained in such report unless he shall have previously stated his disagreement with it. Reception of report.

[8-10-89. 10-5-04. 18-5-09. 7-7-14]

- 48.—Upon the motion that the report be received, if among other paragraphs there be one or more not containing a recommendation, it shall be competent for a member to move "That the report be received with the exception of paragraph Motion on paragraphs without recommendations.

No. — (or paragraphs Nos. —).” No other motion shall be admitted nor shall it be permissible to object to the reception of a report except for reasons arising out of the report itself.

[28-3-93. 19-2-07]

Non-submission of reports, etc.

49.—On a report of a committee being called on for consideration the member in charge of such report may state that he does not submit to the Council the report or a paragraph or paragraphs therein as the case may be and it shall not be competent for any member to speak upon any report or paragraph not submitted. Provided that if the member in charge of the report states that he cannot move the report because of his disagreement with it the reception of the report may be moved by some other member of the committee on their behalf.

[10-5-04. 22-12-08. 7-7-14]

Disagreement with report.

Reports under standing order No. 163.

50.—(a) When a report submitted to the Council under standing order No. 163 or No. 200 has been received, the chairman shall call each paragraph *seriatim* (unless for good cause he see fit to vary their order), and upon any paragraph except such paragraphs as report the dismissal of any officer or employee it shall be competent for any member to move—

(i.) That the Council regrets the decision arrived at by the committee—

(ii.) That it be an instruction to the — Committee—

(b) On the motion (i.) no further motion shall be admitted.

(c) The motion (ii.) shall be limited to an instruction to be observed by the committee concerned in their future action in the matter reported, or in future cases of a like kind, and amendments to the motion shall be admitted.

(d) With respect to any motion under this standing order—
(i.) the motion must be seconded; (ii.) the mover shall not have a right of reply; and (iii.) if the Council decides against the motion, a second motion of a like kind shall not be admitted.

(e) If the Council under this order gives an instruction to a committee, the committee shall report to the Council within one month (or in the case of the Education Committee two months) the action taken, or to be taken, to carry out the instruction.

[7-7-14. 30-7-18]

Alterations to reports.

51.—(a) The member in charge of a report on submitting the report may without leave make alterations in the report as presented, provided that the Council is informed of the alteration and the chairman is of opinion that the alteration is in order and reasonable.

(b) The member in charge of a report the reception of which has been moved may withdraw any paragraph with the consent of the Council, which shall be signified without debate, and it shall not be competent for any member to speak upon the paragraph after permission for its withdrawal has been asked for unless such permission shall have been refused.

(c) The member in charge of a report the reception of which has been moved may, with the consent of the Council, which

Withdrawal of paragraph.

Alteration of paragraph.

shall be signified without debate, alter any paragraph, provided that the chairman is of opinion that the alteration is in order.

[8-10-89. 22-12-08. 7-7-14]

- 52.—The chairman shall take the recommendations *seriatim* (unless for good cause he see fit to vary their order). If the Council agrees with a recommendation, the same shall forthwith become a resolution of the Council.

Recommendations to be put.

[10-5-04. 18-5-09. 7-7-14]

- 53.—It shall not be in order to move an abstract resolution on any paragraph of a report of any committee.

Abstract resolutions.

[25-6-89. 19-2-07]

- 54.—It shall not be in order to move, at a meeting of the Council, either an original motion or an amendment which would cause the Council to incur additional liability or expenditure. Any proposal in that direction must take the form of a reference to a committee for consideration or with an instruction to take the directions of the Council in the matter.

Increase of expenditure.

[24-3-91. 7-7-14. 26-11-18]

- 55.—When a recommendation of a committee is under consideration it shall not be in order to move an amendment or a reference back motion dealing with a question of principle not directly in issue on the recommendation if within the preceding twelve months an amendment or reference back motion raising the same question of principle has been negatived by the Council.

Amendments, etc. Questions of principle.

[7-7-14]

- 56.—When a written notice of opposition to a motion on the summons paper shall have been lodged with the clerk of the Council at the table before or within one hour after the commencement of the meeting, such motion shall be considered as opposed business, not to be passed without discussion.*

Opposed business.

[27-1-91]

- 57.—When the Council is taking unopposed business it shall be competent to any member, when motion is made that a report be received, to oppose any paragraph not containing a recommendation, and the report shall be received with the exception of such paragraphs which shall be included among the adjourned reports for consideration at the next ordinary meeting.

Opposition to paragraphs without recommendations.

[22-12-08]

Notices of motion.

- 58.—Every notice of motion shall be in writing, signed by the member of the Council giving the notice. It shall be given to the clerk of the Council and shall be entered in a book to be kept in his office, which book shall be open to the inspection of every member of the Council. A notice of motion which shall not have been received before one o'clock in the afternoon preceding the usual day for issuing the summons for any meeting of the Council shall not be specified in the summons for such meeting.

Notices of motion.

Form.

Time limit.

[21-3-89]

- 59.—Every notice of motion shall be relevant to some question affecting the administration or condition of London.

Relevancy.

[25-6-89]

* See standing order No. 24 (b).

- Order of notices 60.—All notices of motion shall be dated and numbered as received, and shall be entered by the clerk of the Council upon the agenda paper in the order in which they are received, except that notice of an amendment to a notice of motion shall be entered immediately after such notice of motion, irrespectively of the time at which notice of the amendment shall have been received. [25-6-89. 7-7-14]
- Amendments.
- To be submitted to chairman. 61.—Before any notice of motion is placed on the agenda paper it shall be submitted to the chairman, who, if he be of opinion that it is out of order, shall cause the giver of the notice to be so informed. [25-6-89. 7-7-14]
- Motions not involving expression of opinion. 62.—A motion for the reference of any matter to a Committee for consideration and report, which does not involve any expression of opinion on the part of the Council shall, if and when the mover so requests in writing, be forthwith referred to such Committee, who shall report to the Council thereon not later than the date of the submission of their next periodical report but one. [7-7-14]
- Limit to notices. 63.—No member shall have more than two notices of motion on the business paper at the same time. [25-6-89]
- Unopposed motions. 64.—In dealing with notices of motion the chairman shall first of all read out the number of each, and the name of the mover, so as to ascertain which motions are unopposed, and these last shall be passed forthwith. The chairman shall then call on the movers of the opposed motions in their order on the paper. [9-4-89]
- Opposed motions.
- Motions not moved. 65.—If a motion, notice of which is specified in the summons, be not moved either by the member who has given the notice, or by some other member authorised by him thereto in writing, when it comes on in due course, it shall be considered as dropped, and shall not be moved without fresh notice. [21-3-89]

CORRESPONDENCE.

- Correspondence of the Council. 66.—(a) The phrase “correspondence of the Council” wherever used in the standing orders of the Council shall mean and include (i.) incoming correspondence, *i.e.*, letters or other communications by whomsoever received which require a decision of the Council, or of a committee duly authorised thereto, for their answer; (ii.) outgoing correspondence, *i.e.*, letters or other communications written to convey a decision of the Council, or of a committee duly authorised thereto.

(b) Except as otherwise provided for by statute, or in standing orders Nos. 389 (i)(5), 391 and 404, all correspondence of the Council shall be conducted by the clerk of the Council. All incoming correspondence of the Council shall be placed on the agenda paper of the appropriate committee by the clerk of the Council. Provided that, in the case of the Education and Asylums and Mental Deficiency Committees, the duties under this order shall, subject to the provisions of standing orders Nos. 364 and 366, be performed by the officers respectively appointed for the purpose.

(c) All correspondence other than correspondence of the Council shall be conducted by the head of the department concerned therein; provided that where more than one department is concerned, such correspondence shall be conducted by the clerk of the Council.

(d) Rules shall be made by the General Purposes Committee to give effect to the provisions of this standing order.

[8-12-14

RECORDS.

67.—(a) Council records shall include—

(i.) All documents of historical, antiquarian or archæological interest.

Council records—
Custody, etc.

(ii.) Reports and papers presented to, and plans of buildings, sewers, tunnels, roads, bridges and other works carried out by, the School Board for London, the Metropolitan Board of Works, the various Sewers Commissions, the Metropolitan Commission of Sewers, the Justices, the Wandsworth-common Conservators, etc., or any committee thereof.

(iii.) Reports and papers presented to, and plans of buildings, sewers, tunnels, roads, bridges and other works carried out by, the Council or any committee thereof, or by an officer acting under specific delegated powers.

(iv.) A file of agenda papers of the authorities and others referred to in (ii.) and (iii.).

(v.) The signed minutes of the authorities and others referred to in (ii.) and (iii.).

(vi.) Outgoing correspondence carrying out Council and committee decisions.

(vii.) Registers kept under statute, accounts, legal documents, contracts, etc.

(b) Council records (other than documents specified in standing order No. 225 which shall remain in the custody of the solicitor of the Council) shall be preserved, catalogued and arranged in the record rooms in the County Hall under the direction of the clerk of the Council as statutory custodian of the Council's records, and, where not detrimental to the public interest, provision shall be made for their use by the public, members of the Council, officers of the Council and accredited representatives of other authorities, and for the borrowing of documents required for official purposes by heads of departments.

(c) Documents as defined in clause (a) of this standing order which are in departmental use shall be preserved by the heads of departments concerned, and such heads of departments shall be responsible for their safety until they shall have been transferred to the custody of the clerk of the Council.

[2-3-15

DEPUTATIONS.

68.—Deputations wishing to be received by the Council shall be requested, in the first instance, to send in a memorial in writing and the clerk of the Council shall bring the memorial before the committee concerned, which shall be authorised,

Deputations to
send memorial.

To be laid before
committee.

Report to Council, if they see fit, to receive the deputation, and to report to the Council. If the committee are of opinion that the memorial is one which should be brought before the Council, the committee shall so report ; and, if the Council shall so order, the deputation shall be invited to attend. If the matter in question concerns any particular electoral division, the members for such division shall be summoned to the committee meeting at which the memorial shall be considered. [2-4-89]

Members to attend. committee. Reception of deputations. 69.—A deputation shall not exceed ten in number, and only one member thereof shall be at liberty to address the Council or a committee of the Council, except in reply to questions from members of the Council or the committee, and the matter shall not be further considered by the Council or the committee until the deputation shall have withdrawn. [2-4-89. 18-5-09]

CONDUCT OF DEBATE.

Members to be uncovered. To stand whilst speaking. 70.—During the sitting of the Council, members shall be uncovered. They shall stand when speaking, and shall address the chair. [21-3-89. 25-6-89]

Relevance. 71.—A member who speaks shall direct his speech strictly to the motion under discussion, or to an explanation or a question of order. [21-3-89]

Precedence of chairman. 72.—Whenever the chairman rises during a debate, any member then speaking, or offering to speak, shall sit down, and the Council shall be silent, so that the chairman may be heard without interruption. [2-4-89. 7-7-14]

Length of speeches. 73.—No speech shall exceed fifteen minutes in length without the Council's consent which shall be given only where the question under discussion is of exceptional importance. The consent shall be ascertained without debate and shall enable the member speaking to speak for an additional ten minutes, any further extension of time requiring the special consent of the Council and to be for a limited period. This order shall not apply to the speech of the chairman of the Finance Committee when submitting the annual capital or rate and revenue estimates. [21-3-89. 22-12-08]

Irrelevance, etc. 74.—(a) The chairman shall call a member to order for irrelevance, repetition, unbecoming language or any breach of order, and may direct such member, if speaking, to discontinue his speech.

Disorder. (b) In the event of grave disorder or of persistent disregard of the authority of the chair the chairman shall protect the Council in the conduct of its business by directing the member or members causing such disorder or disregarding such authority to retire for the remainder of the sitting or for any less period. When the chairman so directs a member to retire and the member does not retire forthwith the chairman shall give directions for the removal of the member, and such other directions as are necessary for restoring order to the proceedings. [21-3-89. 22-12-08]

Offensive expression. 75.—No member may impute motives or use offensive expressions in reference to any member of the Council. [21-3-89]

- 76.—No member shall address the Council more than once on any motion ; the mover of an original motion may, however, reply, but he shall strictly confine himself to answering previous speakers, and shall not introduce any new matter into the debate. After the reply, the question shall be put forthwith.

Members to speak only once.
Reply by mover of motion.

[21-3-89. 4-2-19]

- 77.—Any member, whether he has spoken on the matter under discussion or not, may rise to a point of order, or to make a personal explanation necessitated by the course of discussion. A member so rising shall be entitled to be heard forthwith.

Points of order and explanation.

[25-6-89. 4-7-11]

- 78.—The ruling of the chairman on a point of order, or on the admissibility of a personal explanation, shall be final, and shall not be open to discussion.

Chairman's ruling.

[25-6-89]

- 79.—(a) A member of the Council shall be entitled to raise by way of motion at a stage in the procedure of the Council, which the chairman of the Council shall determine, any question for the raising of which no other means are available and in respect of which one of the following conditions is satisfied—

Questions of privilege.

(i.) the conduct or honour of a member of the Council in his relations with the Council is involved ; or

(ii.) the right of the Council to control the use of its own machinery or organisation is involved.

Provided always that no such motion shall be admitted until after it has been submitted in writing to the chairman, whose decision as to its admissibility shall be final, and that any such motion shall take the form of a reference to the General Purposes Committee for inquiry and report.

(b) The mover of any such motion may speak for not more than fifteen minutes, the seconder shall not speak beyond formal seconding, and any member of the Council concerned and one other member to be nominated by the chairman may be heard in reply, but no further debate shall be allowed.

[13-3-13]

- 80.—A motion or amendment may be withdrawn by the mover with the consent of the Council, which shall be signified without debate, and it shall not be competent for any member to speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

Withdrawal of motion or amendment.

[21-3-89]

ORDER IN DEBATE.

- 81.—When a motion is under debate at any meeting of the Council, no further motion shall be admitted except the following—

Motions and amendments.

To amend the motion.

To refer the recommendation back to the committee.

That the consideration of the question be postponed.

That the Council do now adjourn.

That the debate be adjourned.

That the question be now put.

That the Council do proceed to the next business.

[25-6-89. 22-12-03. 7-7-14]

To amend the motion.

Amendments to be relevant. 82.—(a) Every amendment shall be relevant to the motion on which it is moved.

To be in writing. (b) Every amendment shall be reduced to writing, signed by the mover, and handed to the chairman or to the clerk of the Council.

To be read. (c) Every amendment shall be read before being moved.

To be seconded. (d) No amendment shall be discussed or put to the Council until it shall have been seconded. The mover of an amendment shall have the right to nominate his seconder.

Speeches. No right of reply. (e) A member shall not address the Council more than once on an amendment. The right of reply shall not extend to the mover of an amendment, which, having been carried, has become a substantive motion. A member who has seconded an amendment in a formal manner shall be permitted afterwards to speak upon it.

Amendments after the first. (f) Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

Limit to amendments. (g) No member shall be at liberty to move or second more than one amendment upon any motion.

[21-3-89. 2-4-89. 25-6-89. 22-12-08]

The reference back.

Motion to refer recommendation back. 83.—When a recommendation of a committee is under consideration a motion may be made that the recommendation be referred back to the committee either *simpliciter* or with an instruction. The motion may be made at any time when an amendment may be moved and by any member entitled to move an amendment. The motion must be relevant to the recommendation and otherwise in accordance with standing orders relating to motions, except that the mover shall not have a right of reply. The motion must be seconded. Amendments thereon may be moved, but it shall not be in order to move an amendment to omit the words of reference back. If the Council decides against the motion, a second motion for reference back shall not be made.

[22-12-08. 18-5-09]

That the consideration of the question be postponed.

Time to move. 84.—(a) Any member of the Council may, at the conclusion of the speech of any other member, move that the consideration of the question be postponed to any stated period, or *sine die*. Such a motion must be seconded, but it need not be reduced to writing. The mover may speak for not more than five minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a motion being made, the mover of the question under debate may

Seconding.

(without prejudice to his ultimate right of reply if the motion be not carried) be heard in reply for five minutes, after which the question shall be put without further debate.

(b) If postponement to a stated period be carried, the motion shall be placed first on the list of motions for the day to which it has been postponed.

Effect of resolution.

[25-6-89. 22-12-08

That the Council do now adjourn.

85.—A member may at the conclusion of the speech of any other member, or on the conclusion of any business, move that the Council do now adjourn, provided that—

Time to move.

(i.) The mover may speak for not more than five minutes but the seconder shall not speak beyond formally seconding. The chairman of the committee primarily concerned in the matter raised on the motion for adjournment shall be entitled to reply, provided that if in the opinion of the chairman the matter does not primarily concern a particular committee he may nominate a member to reply. Only one speech, not exceeding five minutes in length, may be made in reply and no further debate shall be allowed.

Seconding.

Reply.

(ii.) It shall be competent to the chairman, at any time after a member rises to move the adjournment, to ascertain whether the motion has the support of ten other members present, who shall signify their support by rising in their places; and if less than ten members rise in their places the motion for adjournment shall be considered as dropped.

Support of ten members.

(iii.) On a resolution for adjournment passed before the expiration of five hours from the commencement of the sitting the Council before adjourning may take unopposed business.

Unopposed business.

(iv.) On a resolution for adjournment the question (if any) under debate when motion for adjournment was made shall, unless dealt with at the unopposed business stage, stand adjourned to the next meeting.

Adjournment of original question.

(v.) At the same sitting no member may move or second more than one motion for the adjournment of the Council.

Limit to motions.

(vi.) A second motion for the adjournment of the Council shall not be made within two hours unless in the opinion of the chairman the course of business justifies such motion. A motion dropping under section (ii.) of this order shall be deemed for the purposes of this section to have been not made.

Two hour rule.

[21-3-89. 9-4-89. 25-6-89. 2-7-89. 22-12-08. 17-3-14. 26-11-18

That the debate be adjourned.

86.—(a) Any member of the Council may, at the conclusion of the speech of any other member, move that the debate be adjourned. Such a motion must be seconded, but it need not be reduced to writing. The mover may speak for not more than five minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a motion being made, the mover of the question under debate

Time to move.

Seconding.

- Reply. may (without prejudice to his ultimate right of reply if the motion be not carried) be heard in reply for five minutes, after which the question shall be put without any further debate.
- Effect of resolution. (b) If the motion be carried, the discussion shall be resumed at the next meeting of the Council, and the Council shall proceed to the next business on the paper.
- Resumption of debate. (c) On resuming an adjourned debate the member who moved its adjournment shall be entitled to speak first.
- One-hour rule. (d) A second motion for the adjournment of the same debate shall not be made within one hour.
- Limit to motions. (e) At the same sitting no member shall move or second more than one motion for adjournment of the same debate.

[21-3-89. 2-4-89. 25-6-89. 2-7-89. 22-12-08]

That the question be now put.

- Time to move. 87.—Any member at the close of the speech of any other member may move, without debate, that the question be now put, and the motion if seconded shall, unless the chairman rule otherwise, be put forthwith. Should the motion be carried the motion or amendment under debate shall be at once put.
- Seconding. [2-4-89. 22-12-08. 7-7-14]

That the Council do proceed to the next business.

- Time to move. 88.—(a) Any member at the close of the speech of any other member may move that the Council do proceed to the next business, and, if the motion be seconded, it shall be put forthwith without debate.
- Seconding. (b) When a motion shall have been carried that the Council do proceed to the next business, the question under discussion shall be considered as dropped.
- Effect of resolution. (c) During the same debate a second motion that the Council do proceed to the next business shall not be made within one hour.
- One-hour rule. [21-3-89. 2-7-89. 22-12-08. 7-7-14]

MOTIONS TO RESCIND.

- Motions to rescind. 89.—(a) No motion to rescind any resolution which has been passed within the preceding six months, nor any motion to the same effect as any motion which has been negatived within the preceding six months, shall be in order unless notice thereof shall have been given and specified in the summons, and the notice shall bear, in addition to the signature of the member who proposes the motion, the signatures of twenty other members; and when any such motion has been disposed of by the Council it shall not be competent for any member to propose a similar motion within a further period of six months.
- Not to apply to committees. (b) This order shall not apply to motions which are moved by the member in charge of a report of a committee in pursuance of such report.

[21-3-89. 18-5-09. 7-7-14]

VOTING.

- Voting—Majority to decide. 90.—[Unless in any case otherwise provided by statute, all acts of the Council, and all questions coming or arising before the Council, may be done and decided by the majority of such

members of the Council as are present and vote at a meeting held in accordance with the provision of this Act, the whole number present, whether voting or not, not being less than one-fourth of the number of the whole Council. *London County Council (General Powers) Act, 1893, Sched.]*

- 91.—[No by-law for the good rule and government of the County of London shall be made by the Council under the Municipal Corporations Act, 1882, unless at least two-thirds of the whole number of the Council are present. *Municipal Corporations Act, 1882, sec. 23 (2).]* By-laws.
- 92.—(a) The county councillors elected for the City shall not act or vote in respect of any question arising before the County Council as regards matters involving expenditure on account of which the parishes in the City are not for the time being liable to be assessed equally with the rest of the administrative county to county contributions. *Local Government Act, 1888, sec. 41 (6).]* City members not to act or vote on certain questions.
- (b) [This prohibition does not apply to the act of presiding at a meeting of the Council. *London County Council (General Powers) Act, 1890, sec. 23.]*
- 93.—[In case of equality of votes, the chairman of the meeting shall have a second or casting vote. *London County Council (General Powers) Act, 1893, Sched.]* Casting vote of chairman.
- 94.—(a) [A member of the Council shall not vote or take part in the discussion of any matter before the Council or a committee in which he has directly or indirectly, by himself or by his partner, any pecuniary interest. *Municipal Corporations Act, 1882, sec. 22 (3).]* Members pecuniarily interested.
- (b) A co-opted member of a committee of the Council shall not vote or take part in the discussion of any matter before the committee in which he has directly or indirectly by himself or by his partner any pecuniary interest. Co-opted members of committees.
- (c) When any such matter is under consideration by the Council or by any committee thereof, any member of the Council or co-opted member of the committee who is so interested in such matter shall at once notify in writing the fact of his interest to the clerk of the Council, who shall inform the committee concerned of the circumstance. The clerk of the Council shall keep a register of such notifications. Notification of interest.
- [31-1-99. 11-2-13]
- 95.—The mode of voting shall be as follows. The chairman on putting the question shall take a show of hands the result of which as announced by him shall be conclusive unless on such announcement ten or more members rising in their places demand a division, in which event the chairman shall call a division provided that the chairman may at his discretion call a division instead of or after taking a show of hands. Divisions.
- The procedure on a division shall be—
- (i.) The chairman shall nominate two tellers for the “ayes” and two tellers for the “noes.” Tellers.

Division bell.

- (ii.) The clerk shall ring the division bell and turn a two-minute sand-glass kept on the table for the purpose. At the expiration of two minutes, and before the division is taken, the doors shall be closed, and thereupon no member shall enter the council chamber or, except for the purpose of recording his vote, leave it until the conclusion of the division.

Doors to be closed.

Every member present when question put second time to vote.

- (iii.) Previously to the tellers taking the division, the question before the Council shall be put again by the chairman, and every member then present and entitled to vote (with the exception of the member occupying the chair, with whom, if he be entitled to vote at this stage, it shall be optional whether he votes or not) shall record his vote either for or against the question.

- (iv.) The "ayes" shall go through the lobby on the chairman's right, and the "noes" shall go through the lobby on the chairman's left, the votes being taken at the respective doors of exit.

- (v.) No member shall vote in a division unless he shall have been present when the question was put the second time.

Member in wrong lobby.

- (vi.) If a member shall go into the wrong lobby he shall not be allowed to correct his error, but, if he announces his mistake before the result of the division is declared, the fact shall be recorded in the minutes.

Result of division.

- (vii.) When the members shall have resumed their places, the chairman shall announce the result of the division.

[21-10-90. 12-12-11]

APPOINTMENT OF OFFICERS.

Officers at salaries exceeding £300 a year.

- 96.—When the Council is about to appoint to an office, the value of which exceeds £300 a year, the committee making the preliminary selection shall (unless otherwise ordered) submit to the Council three candidates, indicating at the same time, if they think fit, the candidate whom they recommend the Council to appoint. If the Council, instead of agreeing to the recommendation of the committee, resolves to vote upon the three candidates submitted, the chairman shall put to the Council the three names in alphabetical order, each member of the Council being at liberty to vote for one or more as he thinks fit, and the name of the candidate who has received the fewest votes shall be struck out. The chairman shall then put the names of the other two candidates, and, having declared which of them has received the most votes, he shall finally put the question whether such candidate shall be appointed to the office. If a majority of the members present, and voting, vote in his favour, he shall be declared to be appointed. If a majority of those present, and voting, vote against him, the matter of the appointment shall be referred back to the committee concerned. [11-10-92. 7-7-14]

FINANCIAL.

Annual estimates.

- 97.—The capital estimates and the rate and revenue estimates shall be sent out to all the members of the Council ten days at least before the first meeting at which they are to be considered by the Council. To be sent to members.
[18-2-08]
- 98.—The Council shall proceed in the first instance to consider the capital estimates with a view to approving the totals thereof for the purpose of obtaining borrowing powers in the Money Bill of the current session of Parliament. Upon such estimates being subsequently considered in detail for the purpose of voting expenditure, if an alteration is made in the amount of any estimate a corresponding alteration shall be made in the Money Bill. Consideration of capital estimates.
[1-11-04. 18-2-08. 7-7-14] Money Bill.
- 99.—The Council shall proceed in the first instance to consider the rate and revenue estimates for the purpose of estimating the amounts to be raised in the first six months and in the second six months of the financial year by means of county contributions and of determining the amount of the county rate necessary to raise such contributions. Consideration of rate and revenue estimates.
[18-2-08. 7-7-14] County rate.
- 100.—(a) The annual estimates of expenditure on capital and on rate and revenue accounts shall in each year be considered by the Council, for the purpose of voting expenditure for the current financial year, at such meetings (not less than four) of the Council not later than 30th June as the Council shall determine. Voting of expenditure at certain meetings.
- (b) The Council, on the recommendation of the Finance Committee, shall determine the estimates to be set down for consideration at each such meeting; and the recommendations of the Committee shall provide for capital and rate and revenue estimates relating to the same work or service to be set down for consideration at the same meeting. Estimates to be considered at such meetings.
- (c) At any such meeting the estimates shall be set down for consideration immediately after the report of the Finance Committee; and the order of consideration of the estimates shall be as follows—Order of consideration of estimates.
- (i.) Capital estimates adjourned from previous meetings;
 - (ii.) Rate and revenue estimates adjourned from previous meetings;
 - (iii.) Capital estimates appointed for the day;
 - (iv.) Rate and revenue estimates appointed for the day;
- provided that rate and revenue estimates relating to a particular work or service shall be considered immediately after any capital estimates relating to such work or service.
- (d) The approval of each estimate shall be moved by the chairman, or some other member, of the committee having charge of the work or service to which the estimate relates. Approval of estimates.

Reports on issue of stock.

Submission of
reports on
issue of stock.

- 101.—The Finance Committee may, when submitting a report recommending the raising of money by the issue of consolidated stock, submit as a matter of urgency a further report recommending the actual price at which the stock should be issued or the minimum price below which no tender for the stock shall be accepted.

[8-5-00. 7-7-14]

Finance Estimates report.

Finance
Estimates
report.

- 102.—Where under the operation of any standing order or resolution a report of the Finance Committee submitting estimates would come on for consideration at the unopposed business stage or would be excluded from consideration it shall be competent to the chairman at any time before declaring the Council adjourned to call on for consideration under the ordinary rules of procedure so much of the report as relates to matters finally dealt with on the reports of other committees.

[22-12-08]

Capital expenditure.

Capital
expenditure
exceeding
£5,000.

- 103.—Whenever a recommendation or proposal shall be made to the Council involving expenditure upon capital account exceeding £5,000, the Council shall not vote upon such recommendation or proposal until seven days after the report containing it shall have been laid before the Council. This order shall not apply to the expenses of issue of consolidated stock.

[16-6-96. 19-2-07. 18-2-08]

Parliamentary proposals.

Parliamentary
proposals
involving
expenditure.

- 104.—No recommendation or proposal for an application to Parliament, or for a provisional order requiring confirmation by Parliament, for powers the exercise of which would involve expenditure by the Council, shall be submitted to the Council until a report upon the financial bearings of the proposal is submitted by the Finance Committee, and the report of the Finance Committee, which shall be submitted without delay, shall be considered by the Council simultaneously with the report of the committee making the proposal, but the Council shall not vote upon any such recommendation or proposal involving expenditure on capital account exceeding £5,000 until seven days after such reports shall have been laid before the Council.

[18-2-08. 7-7-14]

MUSIC, MUSIC AND DANCING, AND THEATRE LICENCES.

Procedure.

- 105.—The following procedure shall be observed by the Council when hearing applications for music, music and dancing, and theatre licences—

Opposition to
old licences.

- (i.) No one, except under a special resolution of the Council, shall be heard in opposition, or shall move an amendment, to any recommendation of the Licensing Committee with regard to an old licence in cases where the Committee have without opposition recommended its renewal without any alteration in its terms.

(ii.) No person other than a member of the Council shall be heard in opposition to the grant of a new licence in cases in which the Licensing Committee have recommended it, unless such person shall have appeared before the Committee. Opposition to new licences.

(iii.) Any person other than a member of the Council intending to oppose any other recommendation of the Licensing Committee shall send notice to the clerk of the Council, at Spring-gardens, forty-eight hours at least before the day appointed for the hearing by the Council, and shall, at the same time, give similar notice to the person applying for or opposing the licence or transfer. Opposition to other recommendations.

(iv.) The order of procedure in opposed cases shall be as follows— Opposed cases.

(1) Each case shall be called in the order in which it appears in the report of the Committee. Procedure.

(2) If the Committee have recommended that the licence be refused, the applicant for the licence shall be first heard, and his evidence (if any) put in.

(3) The parties objecting to the licence shall then be heard in defence of the recommendation, and their evidence (if any) put in.

(4) The applicant shall then be heard in reply.

(5) If the Committee have recommended that the licence be granted, the objectors shall open the case and reply, and the applicant be heard in defence.

(6) Parties may be heard in person or by counsel, but only one speaker shall address the Council on behalf of each party in the opening, or in the defence, or in the reply.

(7) No party shall be allowed to call witnesses unless he shall show to the satisfaction of the Council that he was prevented from calling or tendering such witnesses before the Committee by surprise, want of notice, or other sufficient cause.

(v.) Where a member of the Council, or of the Committee, makes an allegation for or against any application in regard to a licence, and such allegation is unsupported by the evidence of any other person or persons, the party affected thereby, or his counsel, shall be permitted to put questions through the chairman by way of cross-examination. Allegations of members.

(vi.) Members of the Council may, during the hearing, put questions through the chairman. Questions.

(vii.) At any time after the reply has been finished the chairman may declare that the hearing of the case is closed, and upon such declaration being made, the Council shall deliberate upon it at once. Deliberation on case.

[22-7-90. 2-12-90. 30-6-91.
31-7-00. 18-5-09. 4-7-11. 7-7-14. 8-11-21

SLAUGHTERHOUSE, ETC., LICENCES—APPEALS.

106.—The following procedure shall be observed by the Council in hearing appeals made under section 20 (5) of the Public Procedure.

Health (London) Act, 1891, against decisions of the Public Health Committee as to the licensing of slaughterhouses, cow-houses, and knackers' yards—

(i.) Each case shall be called in the order in which it appears on the agenda.

(ii.) The appellant shall be first heard, and his evidence (if any) put in.

(iii.) Evidence (if any) against the renewal of the licence shall then be submitted.

(iv.) The appellant shall then be heard in reply.

(v.) Appellants may be heard in person, or by counsel or solicitor, but only one speaker shall address the Council on behalf of each appellant.

(vi.) No appellant shall be allowed to call witnesses unless he shall show, to the satisfaction of the Council, that he was prevented from calling or tendering such witnesses before the Committee by surprise, want of notice, or other sufficient cause.

(vii.) Shorthand notes of the proceedings before the Committee shall be printed, and copies shall be sent to members of the Council and to the appellant.

(viii.) The Committee shall present to the Council a report upon the application, and a copy of such report shall be sent to the appellant before the hearing of the appeal.

[8-11-98. 29-1-07. 4-7-11 7-7-14

II.—STANDING ORDERS RELATING TO COMMITTEES.

APPOINTMENT OF COMMITTEES, ETC.

- 107.—[The Council may from time to time appoint out of their own body committees, either general or special, and consisting of such number of persons as the Council may think fit, for any purposes which, in the opinion of the Council, "would be better regulated and managed by means of such committees." *Municipal Corporations Act, 1882, sec. 22.*] Appointment of committees.
- 108.—(a) Every standing committee (including those members who have been members of the committee *ex-officio* or additional members under standing order No. 111) shall hold office until the first meeting of their successor except on the occasion of a general election of county councillors. Such successor shall be appointed by the Council each year in the month of March, and (except in the case of the Education Committee) may be appointed at any other time. Term of office of standing committees.
- (b) The chairman and vice-chairman of every standing committee shall be appointed by the Council on the recommendation of the Committee. They shall hold office for the same period as the committee or for such shorter period as may be determined at any time by the Council. Appointment of chairmen, etc.
- [7-7-14. 16-5-16. 19.12.16]
- 109.—The member upon whose motion a special committee has been appointed shall bring up to the Council at an early meeting the names of the members whom he proposes to form the committee, unless the Council shall otherwise order. Special committees.
- [25-6-89. 7-7-14]
- 110.—The chairman, vice-chairman and deputy-chairman shall be *ex officio* members of every committee and sub-committee. Ex officio members.
- [8-10-89. 28-3-93]
- 111.—The retiring chairman, vice-chairman and deputy-chairman shall for the ensuing year be additional members of the standing committees upon which they were serving immediately before being elected to those offices, and also of any standing committee of which they may respectively have been chairman during their term of office. Additional members.
- [11-3-02. 9-3-09. 23-3-09. 24-2-14. 26-11-18]
- 112.—Any member of a committee may resign his seat on the committee by a notice in writing, signed by him and sent to the chairman of the committee. Resignation.
- [25-6-89]
- 113.—[The existence of a vacancy or vacancies upon a committee does not affect the validity of any of its acts or proceedings. *Municipal Corporations Act, 1882, sec. 22 (4).*] Vacancy—Effect of.
- 114.—Every vacancy in a committee shall be notified by the committee to the Council at its first meeting after such vacancy has arisen, and the chairman or some other member of the committee, upon notice of motion or upon the recommendation of the committee, may move to appoint a member of the Council whose name shall have been mentioned in the report Vacancy—Procedure on.

or notice of motion to fill the vacancy, or the vacancy may be filled up by any other member of the Council nominated at the meeting. [25-6-89]

Exchange of
seats on
committees.

- 115.**—When two members on different committees agree to exchange from one committee to another, they shall notify the same to the clerk of the Council and the chairmen of the committees affected, and the matter shall be reported by the committees at the next meeting of the Council. If the Council agree to the exchange, the same shall take effect forthwith.

[25-6-89. 7-7-14]

POWERS OF COMMITTEES.

Delegation of
powers and
duties to
committees.

- 116.**—[The Council may delegate to a committee, with or without regulations and conditions, the powers and duties transferred under the Local Government Act, except the power of making a rate or raising money. *Local Government Act, 1888, sec. 28 (2) and (3), and sec. 81 (3).*]

Consideration of
all questions
referred.

- 117.**—Each standing committee shall consider all questions mentioned or referred to in their order of reference. [7-7-14]

Delegation of
powers, etc.

- 118.**—Each standing committee shall be empowered to exercise and perform on behalf and in the name of the Council all the powers and duties of the Council in relation to the matters, services or undertakings, or in pursuance of the Acts of Parliament, specified in their order of reference—

Limitations on
delegation.

(i.) to the extent limited or specified therein, subject as regards the incurring of liability or expenditure to the provisions of standing order No. 238, and (ii.) to the full extent of the Council's powers and duties therein, subject to the provisions of standing orders Nos. 121 and 238.

Provided always that each standing committee shall take the directions of the Council as regards—

(1) such matters of principle as arise upon or out of the order of reference to such standing committee ;

(2) any system of delegation of powers to sub-committees ;

(3) the number of the fixed staff ; the appointment, promotion, and superannuation of the fixed staff (including heads of departments, but excluding teachers and such others as may be defined by regulation) ; and the rates of pay and conditions of service of all staff.

[7-7-14. 9-3-15. 4-2-19. 22-6-20. 13-12-21]

Special
committees.

- 119.**—The powers and duties of special committees shall be such as are specified in the resolutions appointing them.

[7-7-14]

Reports to
Council if
Finance Com-
mittee withhold
concurrence.

- 120.**—If the concurrence of the Finance Committee, required under standing order No. 238, be withheld it shall be competent to the standing committee concerned to take the directions of the Council thereon at its third or any later ordinary meeting after the date on which full particulars of the proposal shall have been laid by such committee before the Finance Committee.

[7-7-14]

121.—(a) Upon any resolution being arrived at by any standing committee in pursuance of any power conferred upon them by virtue of item (ii.) of standing order No. 118, it shall be competent for (i.) any members of the Council representing a county electoral division specially affected by such resolution, or (ii.) any 10 members of the Council, or (iii.) any number of members of the committee then present, not being less than one-fourth of the number present, to require that the resolution then passed shall be submitted as a recommendation to the next available meeting of the Council. Such requisition shall be recorded in the minutes of the committee, and the resolution to which it relates shall be so submitted to the Council, provided always that it is not, in the opinion of the chairman of the Council, after hearing the members concerned (i.) substantially the same as any resolution passed by the Council within the preceding 12 months, unless such 12 months immediately precede a general election of county councillors, or (ii.) such that its public discussion would prejudicially affect the interests of the Council.

Power of members to require submission of recommendations to Council.

(b) Any decision given under clause (a) of this standing order by the chairman of the Council shall be final. [7-7-14]

122.—In pursuance of any action taken under standing order No. 118, each standing committee shall be empowered to order the seal of the Council to be affixed to any conveyance, licence, consent, sanction, approval, certificate, order or other document whatsoever which may be necessary for the due completion of or for giving due effect to any matter, thing or transaction done by or on behalf and in the name of the Council.

Sealing of documents.

[7-7-14]

123.—Any proposal to withdraw, modify, or transfer from one standing committee to another any item contained in their order of reference shall be considered only on a recommendation from the General Purposes Committee, who shall first consult the committee or committees concerned.

Withdrawal, etc., of item in order of reference.

[7-7-14]

SUB-COMMITTEES.*

124.—(a) Any committee of the Council may appoint one or more sub-committees for any purpose within their reference. A sub-committee may be appointed for such time and subject to such limitations and conditions as to report and otherwise as the committee appointing them may from time to time think fit. The chairman and vice-chairman of a committee shall be *ex officio* members of every sub-committee of the committee of which they are chairman and vice-chairman.

Sub-committees.—Appointment.

(b) Every sub-committee, unless previously discontinued, shall cease at the same time as the committee appointing them.

Period of office.

(c) The provisions of standing orders as to minutes of proceedings of committees, shall apply to sub-committees. Members of the Council who are not members of the appointing committee may be associated with a sub-committee for specific objects.

Minutes.

Associated members.

[25-6-89. 26-6-94. 9-3-09. 7-7-14. 4-2-19]

* See also standing order No. 199.

Delegation to
sub-committees.
Education
Committee.

125.—(a) The Education Committee shall be empowered, except as provided in clauses (b) to (e), to delegate to sub-committees appointed by them the exercise and discharge of all powers and duties entrusted by the Council to the Committee (including the taking of legal proceedings under the Education Acts and such other Acts as fall within the reference to the Committee), subject to the following restrictions and reservations—

(1.) Every sub-committee shall meet not less often than once a month (except during the ordinary recesses of the Council).

(2.) All expenditure of £100 and under within the votes shall be reported to the Committee at their next meeting.

(3.) Submission of reports not less frequently than once a quarter (except during the ordinary recesses of the Council) in such a manner as shall secure to the Committee continuous information in regard to all matters dealt with by them under delegated powers.

(4.) Reservation to the Committee of the

(i.) appointment, transfer, promotion, discharge, dismissal and superannuation of the teaching staff in educational institutions (excepting the appointment and transfer of assistant teaching staff) and consent or withholding consent to the appointment, transfer and dismissal of head teachers and withholding consent to the appointment, transfer and dismissal of assistant teachers in non-provided schools ;

(ii.) appointment of members of selection committees of central schools, consultative committees, advisory sub-committees of training colleges, technical institutes, schools of art and managing committees of industrial, reformatory, camp schools, open-air schools and special schools and places of detention ;

(iii.) award, tenure, and termination of senior county scholarships ;

(iv.) amount of contributions to be made by parents in respect of the maintenance of children boarded-out from or admitted to residential, special, industrial and reformatory schools ;

(v.) approval of the appointment of medical and dental staff employed at medical and dental treatment centres ;

(vi.) determination of the teaching staff of individual schools (except special schools) in cases in which the approved principles of staffing are observed ;

(vii.) fixing of the accommodation of public elementary schools and classrooms thereat ;

(viii.) apportionment as between the managers and the Council of the expenses of cleaning, warming and lighting of non-provided schools ;

(ix.) arrangements for classes to be held at evening institutes ;

(x.) making of agreements fixing the fees for the reception of children at industrial and reformatory schools ;

(xi.) exclusion and admission of extra-district children to London public elementary schools ;

(xii.) power to give general or special directions at any time on any matter delegated to Sub-Committees. Delegation to sub-committees
—continued

(xiii.) fixing of the maximum maintenance grants to children boarded out under section 53 of the Children Act, 1908, who are in employment and in receipt of wages.

(b) The Education Committee shall be empowered to delegate to a sub-committee appointed by them and named the Central School of Arts and Crafts Advisory Council, all or any of the undermentioned powers, that is to say, power to—

(i.) Within the limits fixed, prescribe the general subjects of instruction, the relative prominence to be assigned to each group of subjects and the reports which have to be made to them by the principal.

(ii.) Purchase books, apparatus, materials, stationery and furniture for the school to the extent to which provision has been made in the maintenance votes for the financial year. Such purchases shall be made wherever possible through the chief officer of stores.

(iii.) Order minor alterations and repairs to the school buildings not involving structural alterations, provided that the expenditure is within the amount provided for the purpose in the approved estimates. Such alterations and repairs shall be executed under the direction of the architect of the Council in all cases in which the total expenditure exceeds £10.

(iv.) Make such arrangements as are considered necessary for advertising the school, subject to the expenditure to be incurred thereon being within the amount provided in the approved estimates for that purpose for the year, provided that the school may be included in any announcement or advertisement which may be issued by the Council relating to educational facilities in London or in any particular district.

(v.) Communicate with other schools and authorities on all subjects relating to the work of the school provided that no action as to suggested changes in the school policy shall be taken without the approval of the Council, and that all such communications shall be signed by the education officer.

(vi.) Deal with, except as otherwise provided, appointment and dismissal of all teaching staff, provided that their remuneration shall be within the scales provided by the Council, or in individual cases specially sanctioned by the Council, and that the staffing shall be reconsidered at least at the end of each term.

(vii.) Administer the rules and regulations as to closing of classes and employment of assistant teachers at the school.

(viii.) Appoint from the Council's panels persons for employment as caretakers, assistant caretakers, or charwomen at the school. The employment of all such officers shall be subject to the regulations of the Council applicable thereto. Dismissals shall be in accordance with the Council's general regulations.

Delegation to
sub-committees
—continued.

(ix.) Grant leave of absence to the teaching staff of the school. The question of pay shall be dealt with under the general rules of the Education Committee and any appeals for special treatment shall stand referred to the appropriate Sub-Committee.

(x.) On the occurrence of a vacancy in the principalship the post shall be advertised, unless the Education Committee decide otherwise. The Advisory Council shall interview candidates selected from among those applying in accordance with the advertisement, and shall, after considering a report by the education officer, submit the names of such number of candidates, not being less than three, as may be fixed by the appropriate Sub-Committee, with a recommendation as to the person who, in their opinion, should be appointed. A member of the Advisory Council shall attend, as their representative, the meeting of the Sub-Committee at which the selection takes place, but such representative shall not be allowed to vote unless he or she is a member of the Sub-Committee.

(xi.) Suspend for a limited period the principal from his or her office by a resolution passed at a special meeting and affirmed by not less than two-thirds of the whole number of the Advisory Council for the time being.

(xii.) Consider applications received in response to advertisements of vacancies on the permanent assistant staff of the school, and whole or part-time heads of departments. From such applications select for the vacant positions, after consultation with the principal, one candidate who shall be nominated by them for appointment.

Provided that all accounts for expenditure incurred by the Advisory Council under sections (ii.), (iii.), and (iv.) shall be presented for payment to the Finance Committee by the comptroller of the Council on the certificate of the appropriate officer of the Council, and such certificates shall not be withheld on any question of kind or suitability, unless the expenditure appears to be contrary to the law or to the regulations of the Council or of the Board of Education, and that all action taken by the Advisory Council under delegated powers specified in sections (i.) to (ix.) shall be reported through the appropriate Sub-Committee to the Education Committee in summary form, and in paragraphs numbered consecutively and so arranged as to give the Committee continuous information as to the course of administration pursued by the Advisory Council during each consecutive period of three months. Such reports shall be submitted at the end of June, September, December and March.

(c) The Education Committee shall be empowered to delegate to sub-committees (to be called governing bodies) formed for each of the county secondary schools all or any of the undermentioned powers, that is to say, power to—

(i.) Within the limits fixed by the articles of government, prescribe the general subjects of instruction, the relative prominence to be assigned to each group of subjects, and the reports which shall be made to them by

the head master or head mistress, and fix the school hours, terms and holidays.

Delegation to
sub-committees
—continued.

(ii.) Purchase books, apparatus, materials, stationery and furniture for the school to the extent to which provision has been made in the maintenance votes for the financial year. Such purchases shall be ordered wherever possible through the chief officer of stores.

(iii.) Order minor alterations and repairs to the school buildings not involving structural alterations, provided that the expenditure is within the amount provided for the purpose in the approved estimates. Such alterations and repairs shall be executed under the direction of the architect of the Council in all cases where the total expenditure exceeds £10.

(iv.) Make such arrangements as are considered necessary for advertising the school, subject to the expenditure to be incurred thereon being within the amount provided for that purpose for the year, provided that the school may be included in any announcement or advertisement which may be issued by the Council relating to educational facilities in London or in a particular district.

(v.) Determine, except in the case of transferred teachers, as otherwise provided, whether the probationary period of teachers appointed to the school has been satisfactorily completed.

(vi.) Select from the Council's panels persons for employment as caretakers, assistant caretakers, or charwomen.

(vii.) Grant leave of absence to the staff of the school. The question of pay shall be dealt with under the general rules of the Education Committee, and any appeals for special treatment shall be referred to the appropriate sub-committee.

(viii.) On the occurrence of a vacancy in the head mastership or head mistress-ship, the post shall be advertised, unless the Education Committee decide otherwise. The governing body shall interview candidates selected from among those applying in accordance with the advertisement and shall, after considering a report by the education officer, submit the names of such number of candidates, not being less than three, as may be fixed by the appropriate Sub-Committee, with a recommendation as to the person who, in their opinion, should be appointed. A member of the governing body shall attend as their representative the meeting of the Sub-Committee at which the selection takes place, but such representative shall not be allowed to vote, unless he or she is a member of the Sub-Committee.

(ix.) Suspend for a limited period the head master or head mistress from his or her office by a resolution passed at a special meeting and affirmed by not less than two-

Delegation to
sub-committees
—continued.

thirds of the whole number of the governors for the time being.

(x.) Consider applications received in response to advertisements of vacancies on the assistant staff of the school, and from such applications select for the vacant position, after consultation with the head master or head mistress, one candidate who shall be nominated by them for appointment.

Provided that all accounts for expenditure incurred by the governing bodies under sections (ii.), (iii.) and (iv.) shall be presented for payment to the Finance Committee by the comptroller of the Council on the certificate of the appropriate officer of the Council, and such certificate shall not be withheld on any question of the necessity or advisability of the expenditure, unless the expenditure appears to be contrary to the law or to the regulations of the Council or of the Board of Education, and that all action taken by the governing bodies under the delegated powers specified in sections (i.) to (vii.) shall be reported to the Education Committee in summary form and in paragraphs numbered consecutively and so arranged as to give the Committee continuous information as to the course of administration pursued by the governing bodies during each consecutive period of three months. Such reports shall be submitted at the end of June, September, December, and March.

(d) The Education Committee shall be empowered to delegate to sub-committees (to be called governing bodies), formed for each of the training colleges, all or any of the undermentioned powers, that is to say, power to—

(i.) Within the limits fixed by the articles of government, prescribe the reports which shall be made to them by the principal, and fix the college hours, terms and holidays.

(ii.) Purchase books, apparatus, materials, stationery and furniture for the college to the extent to which provision has been made in the maintenance votes for the financial year. Such purchases shall be ordered wherever possible through the chief officer of stores.

(iii.) Order minor alterations and repairs to the college buildings not involving structural alterations, provided that the expenditure is within the amount provided for the purpose in the approved estimates. Such alterations and repairs shall be executed under the direction of the architect of the Council in all cases in which the total expenditure exceeds £10.

(iv.) Make such arrangements as are considered necessary for advertising the college, subject to the expenditure to be incurred thereon being within the amount provided for that purpose for the year, provided that the college may be included in any announcement or advertisement which may be issued by the Council relating to educational facilities in London or in the particular district.

(v.) Determine, except in the case of transferred teachers as otherwise provided, whether the probationary period of

teachers appointed to the college has been satisfactorily completed.

Delegation to
sub-committees
—continued.

(vi.) Select from the Council's panels persons for employment as caretakers, assistant caretakers, or charwomen.

(vii.) Authorise the college staff to undertake work of an educational nature outside their ordinary duties, and grant leave of absence exceeding one day to the staff of the college. The question of pay during absence shall be dealt with under the general rules of the Education Committee, and any appeals for special treatment shall be referred to the appropriate Sub-Committee.

(viii.) Suspend for a limited period the principal from his or her office by a resolution passed at a special meeting affirmed by not less than two-thirds of the whole number of the governors for the time being.

(ix.) Consider applications received in response to advertisements of vacancies on the assistant staff of the college and from such applications select for the vacant position, after consultation with the principal, one candidate who shall be nominated by them for appointment.

Provided that all accounts for expenditure incurred by the governing bodies under sections (ii.), (iii.) and (iv.) shall be presented for payment to the Finance Committee by the comptroller of the Council on the certificate of the appropriate officer of the Council and such certificate shall not be withheld on any question of the necessity or advisability of the expenditure, unless the expenditure appears to be contrary to the law or to the regulations of the Council or the Board of Education and that all action taken by the governing bodies under the delegated powers specified in sections (i.) to (vii.) inclusive, shall be reported to the Education Committee in summary form and in paragraphs numbered consecutively and so arranged as to give the Committee continuous information as to the course of administration pursued by the governing bodies during each consecutive period of three months. Such reports shall be submitted at the end of June, September, December, and March.

(e) The Education Committee shall be empowered to delegate to the managing committee of each open-air, holiday or camp school the power to incur expenditure on minor alterations and repairs, not involving structural alterations, and repairs to furniture not exceeding £50 in any one school year, and to the managing committee of each camp school, the power to appoint domestic servants and to employ temporary workmen at the approved rates of pay and within the limits of the authorised staff, and to dismiss, suspend, or discharge such staff.

(f) The Education Committee shall be empowered to delegate to the advisory sub-committees of technical institutes and schools of art the power—

(i.) To admit in exceptional cases to day or evening classes or courses of instruction those students who are

Delegation to
sub-committees
—continued.

unable to pay the full fees, on payment of half or quarter of the approved rates.

(ii.) To authorise, except as otherwise provided, the admission of unemployed persons to day courses of instruction during such time as they may remain unemployed on payment of a prescribed registration fee.

Public Control
Committee.

(g) The Public Control Committee shall be empowered to delegate to any sub-committee appointed by them in connection with the administration of the Inebriates Acts, powers (i.) to direct the staff exclusively employed at any institutions provided by the Council; (ii.) to incur expenditure not exceeding £40 in connection with any matter of ordinary current administration within the limits of the annual maintenance votes, and (iii.) to carry out contracts made by the Council for the reception of London inebriates at other institutions. Action taken under this authority shall be reported in such form as to give the Committee continuous information thereof not less frequently than once a quarter (except during the ordinary recesses of the Council).

Highways
Committee.

(h) The Highways Committee shall be empowered to delegate to any sub-committee appointed by them powers (i.) to incur expenditure on capital or maintenance account for materials or works, not exceeding £50 in any one case; (ii.) to settle claims by and against the Council in respect of services under the direction of the Committee; and (iii.) to act in all matters of ordinary current administration, provided always that (1) all matters of principle not already decided shall be reported to the Committee for their decision, and (2) all action taken by any sub-committee under this authority shall be reported in such a form as to give the Committee continuous information thereof not less frequently than once a quarter (except during the ordinary recesses of the Council).

Asylums and
Mental
Deficiency
Committee.

(i) The Asylums and Mental Deficiency Committee shall be empowered to delegate to sub-committees appointed by them for asylums and institutions for the mentally defective the exercise and discharge of all powers and duties entrusted by the Council to the Committee, subject to the following restrictions and reservations:—(i.) An expenditure limit for each asylum of £200, and for each institution for the mentally defective of £40; (ii.) submission of reports which will keep the Committee informed in regard to all important matters dealt with by a Sub-Committee under delegated powers; such reports shall be submitted in such a form as to give the Committee continuous information, not less frequently than once a quarter (except during the ordinary recesses of the Council) of all action taken; (iii.) reservation to the Committee of the appointment, promotion, discharge, and dismissal of the deputy medical superintendent at each mental hospital and institution for defectives, and of the superintendent, medical officer and chaplain at an institution for defectives; (iv.) reservation to the Committee of powers to give general or specific directions at any time on any matter delegated to the Sub-Committee; (v.) reservation to the Committee of the power of making, or altering general

rules of asylums, and "institutions rules" of institutions for defectives, and regulations or written instructions supplementary thereto, and any necessary "rules of Committee" made under the standing orders.

Delegation to sub-committees
—continued.

(j) The Public Health Committee shall be empowered to delegate to a sub-committee power to deal with all matters arising in connection with the contributions assessed by interim tuberculosis care committees or other organisations temporarily exercising the functions of such committees, in respect of the residential treatment of tuberculous adults and children, under the Council's scheme for the treatment of tuberculosis. Action taken under this authority shall be reported in such a form as to give the Committee continuous information thereof not less frequently than once a quarter (except during the ordinary recesses of the Council). [26-5,

Public Health Committee.

30-6 & 7 & 14-7-14. 29-6-15' 19-10-15. 3-4-17 19-6-17 11-12-17.
26-11-18. 9-12-19. 30-3-20. 22-6-20. 16 & 30-11-20, 8 & 15-3-21.
18-10-21

COMMITTEE PROCEDURE.

126.—[The Council may make regulations as to the procedure of all or any of the committees. In default of the Council the procedure may be regulated by the committee itself. *Local Government Act, 1888, sec. 82 (1.)*]

Procedure of committees.

127.—(a) The standing orders of the Council shall, except as otherwise expressly provided, apply to the Education Committee and to the Asylums and Mental Deficiency Committee, provided that whenever any recommendation involving the exercise of powers under the Education Acts or the Lunacy or Mental Deficiency Acts is submitted to the Council by any committee other than the Education Committee or the Asylums and Mental Deficiency Committee, as the case may require, that Committee shall, unless in case of urgency, be afforded an opportunity of submitting a concurrent report.

Education and Asylums and Mental Deficiency Committees—
Application of standing orders.

(b) No action in pursuance of any powers conferred upon the Council under the Education Acts or the Lunacy or Mental Deficiency Acts and delegated to a committee by virtue of item (ii.) of standing order No. 118, shall be taken by any committee, other than the Education Committee or the Asylums and Mental Deficiency Committee, as the case may require, unless and until that Committee have concurred in such action; provided that if such concurrence be withheld the committee proposing action may take the directions of the Council, if the matter be one of urgency, at the next available meeting of the Council, and in any other case at the third or any later ordinary meeting of the Council after the matter shall have been first considered by the Education Committee or the Asylums and Mental Deficiency Committee, as the case may require, and that Committee may submit a concurrent report thereon.

[19-12-16

128.—The meetings of the Education Committee shall be open to the press and public, provided that the Committee may temporarily exclude the public and representatives of the press from a meeting as often as may be desirable at any

Education Committee meetings—
Press and public.

meeting when, in the opinion of the majority of the members of the committee present at such meeting, expressed by resolution, in view of the special nature of the business then being dealt with or about to be dealt with, such exclusion is advisable in the public interest. [7-7-14]

Education Committee agenda paper and minutes.

- 129.—The printed agenda paper and the minutes of proceedings of the Education Committee shall be circulated to members of the Council, except those who express a desire to the contrary, and the minutes of the proceedings shall be placed on sale. [7-7-14]

Licensing committees—Admission of public.

- 130.—The meetings of any committee sitting as a Licensing Committee, on behalf of the Council or otherwise, to hear applications for licences shall be open to the public, but the committee may conduct their deliberations and consider the evidence in private. [7-7-14]

Committee procedure.

- 131.—Each committee shall, subject to these standing orders and any other orders made by the Council, regulate their own procedure. [25-6-89, 7-7-14]

CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES.

First meeting of committee.

- 132.—As soon as may be after the Council shall have appointed or re-appointed any standing committee and settled the order of reference to them, the chairman of the Council shall call a meeting of such committee. [25-6-89, 22-12-91, 19-2-07, 7-7-14]

Appointment of chairman and vice-chairman.

- 133.—The appointment of chairman and vice-chairman shall be the first business of each committee so appointed or re-appointed, and until the selection of a chairman the chairman of the Council shall preside at the committee. After the selection of a chairman the member selected as chairman, or in his absence the member selected as vice-chairman, shall preside as acting chairman, and shall have the same powers, duties and rights as are, under standing orders, possessed by the chairman until the Council shall have appointed a chairman. [19-12-16, 4-2-19]

Status, etc., of chairman.

- 134.—The chairman of a committee shall preside at every meeting of the committee at which he is present. If present at the meeting of the Council at which a report of the committee is to be submitted, he shall be in charge of the report; if both he and the vice-chairman are absent, the chairman shall make provision for some other member to be in charge of the report, provided that the chairman of the Council may if necessary call upon any member of the committee present at the meeting of the Council to take charge of the report. [2-7-89, 22-12-91, 19-2-07, 9-3-09, 7-7-14, 26-11-18]

Vice-chairman.

- 135.—The vice-chairman of a committee shall preside at the committee in the absence of the chairman. He shall, when presiding, have the same powers and rights of voting as are under standing orders possessed by the chairman. He shall in the absence of the chairman from the meeting of the Council at which a report of the committee is to be submitted, be in charge of such report. [2-7-89, 26-6-94, 19-2-07, 7-7-14]

Acting chairman.

- 136.—In the absence from a meeting of a committee of both chairman and vice-chairman of the committee a member of

the committee chosen by a majority of the members present at the commencement of business shall preside at the meeting. He shall, when presiding, have the same powers and rights of voting as are under standing orders possessed by the chairman.

[25-6-89. 7-7-14]

- 137.—No member of the Council shall be chairman of more than one standing committee, other than the General Purposes Committee. Limits to chairmanships.

[25-6-89. 5-7-92]

COMMITTEE MEETINGS.

- 138.—Each committee shall from time to time fix their own day and hour of meeting, and notify the same to the Establishment Committee, who shall endeavour to arrange the days and hours of meeting of the various committees so that the same may not clash. If no arrangement can be arrived at which is satisfactory both to the Establishment Committee and the committee concerned, then the matter shall be submitted to and decided by the General Purposes Committee. Time of meetings.

[25-6-89. 14-10-90. 19-2-07. 7-7-14]

- 139.—Every standing committee shall meet at least once in every month, in the calculation of which period holidays shall not be included. When any committee has failed to meet for a month, the clerk of the Council shall report the circumstance to the General Purposes Committee, who shall report it to the Council with such recommendation as they may think fit. Frequency of meetings.

[25-6-89. 14-10-90. 7-7-14]

- 140.—[The place of meeting may be regulated by the Council, or, in default, by the committee themselves. Such place of meeting may be either within or without the county. *Local Government Act, 1888. sec. 75 (21), and sec. 82 (1).* Place of meetings.

- 141.—The ordinary place of meeting for committees shall be at the offices of the Council, but committees and sub-committees may arrange to meet elsewhere when they think fit.

[25-6-89]

- 142.—The chairman of a committee may call a special meeting of the committee at any time. A special meeting shall also be summoned if four members of the committee, by writing, request the chairman of the committee to summon it. The summons shall set out the business to be considered at such special meeting, and no other business than that so set out shall be considered at any special meeting; provided that in the case of the Education Committee eight members of the committee must sign the request to the chairman to summon a special meeting. The chairman of the committee on determining that a special meeting shall be held under this order or on receipt by him of a request signed by the requisite number of members shall instruct the clerk of the Council, or, in the case of the Asylums and Mental Deficiency Committee and the Education Committee, the appointed officer, to issue the summons. Special meetings.

[25-6-89. 9-3-09]

- 143.—No business shall be entered upon or transacted in any committee during the sitting of the Council except by special permission of the Council. During sitting of Council.

[25-6-89]

SUMMONING OF COMMITTEES.

Summons to meetings.

144.—(a) Committees shall be summoned by the clerk of the Council, or, as regards the Asylums and Mental Deficiency Committee and the Education Committee, by the officers respectively appointed for the purpose, who shall send to each member of the committee an agenda paper, so that the same may in ordinary course of letter post be delivered at the address of each member in London at least twenty-four hours before the hour of meeting.

Business at meetings.

(b) Except in matters of urgency, of which the chairman of the committee shall be judge, no business shall be transacted at any meeting of the committee except such as is set out in the agenda paper. [25-6-89. 4-2-90. 19-2-07. 9-3-09]

Preparation of agenda papers.

145.—(a) The clerk of the Council shall cause to be placed upon the agenda paper of each committee notice of all business which requires to be brought before such committee, and of all business whereof notice in writing, signed by a member of such committee, shall have been delivered at his office in due time. Provided that in the case of the Asylums and Mental Deficiency Committee and the Education Committee, the officers appointed for the purpose shall carry out the requirements of this order.

(b) The statement of all business on the agenda paper of a committee shall when possible be made in a summarised form. [25-6-89. 9-3-09]

QUORUM OF COMMITTEES.

Quorum.

146.—[The Council may regulate the quorum of any committee. In default of the Council, the committee may from time to time direct what number shall form a quorum. *Local Government Act, 1888, sec. 82 (1).*]

147.—The quorum of a committee shall be that number which is nearest to but not less than one-fifth of the number of its members, exclusive of *ex officio* members, provided that in no case shall a quorum be fewer than two.

[2-4-89. 24-3-91. 7-7-14. 7-2-22]

MINUTES OF COMMITTEES.

Minutes.

148.—The proceedings of every committee shall be recorded as minutes in the form settled by the clerk of the Council.

[25-6-89. 19-2-07. 9-3-09. 7-7-14]

To be read and signed.

149.—(a) At every meeting of a committee the minutes of the last meeting shall be read as the first business after the chairman has taken his seat, and, if accurate, shall be signed by the chairman. The minutes may be taken as read, provided that the chairman shall have previously examined them and shall vouch for their correctness; subject, however (except in the case of printed minutes, previously circulated), to any member of the committee then present requiring any or all of them to be read, in which case such minute or minutes shall be read accordingly.

(b) Where a committee having discharged their reference will not meet again, the minutes of the last meeting may be

signed by the chairman of that meeting, and such signature shall be taken as vouching for the accuracy of the minutes.

[25-6-89. 19-2-07. 9-3-09. 7-7-14]

- 150.—No motion or discussion shall be allowed upon the minutes, except as to their accuracy, and any objection upon that ground must be made by motion. No discussion on minutes.

[25-6-89]

- 151.—The minutes of every committee shall be open for the inspection of any member of the Council during office hours. Inspection of minutes

[25-6-89. 7-7-14]

ATTENDANCES AT COMMITTEES.

- 152.—A separate attendance book shall be kept for each committee and every member attending shall sign his name in such book. Attendance books.

[25-6-89. 7-7-14]

- 153.—Any member of a committee who shall (except in case of illness or for a reason approved by the committee) be for six successive months absent from all meetings of the committee, shall thereupon cease to be a member of the committee. Absence for six months.

[25-11-20.]

- 154.—Members of the Council shall have the right of attending any committee. They shall also have the right of speaking when matters which specially concern the district they represent are under discussion. Provided that no member of the Council shall attend a committee during the consideration of any matter in which he is, by himself or by his partner, pecuniarily or professionally interested. Attendance of members not on committee. Where attendance prohibited.

[2-4-89. 21-7-03]

- 155.—Every member shall be duly notified of any matters other than those involving the acquisition of property which specially concern the district he represents as and when they originate on the agenda paper of any committee. Members representing district to be notified.

[7-7-14]

- 156.—When a committee have been instructed to consider and report upon any matter the mover of such instruction shall be summoned to attend the first meeting of the committee where the matter of such instruction is considered, and shall be entitled to be heard thereupon. Mover of instruction to attend.

[25-6-89. 7-7-14]

- 157.—Every member of the Council who attends a committee of which he is not a member shall enter his name in the attendance book of the committee, and shall write after his name the words "standing order." Signature of non-members.

[25-6-89]

COMMITTEES' REPORTS TO THE COUNCIL.

- 158.—[The Council may direct that any acts or proceedings of a committee need not be reported to it for approval. *Local Government Act*, 1888, sec. 82 (2).] Committee proceedings.

- 159.—[Subject to the above exception, all committees must report their proceedings to the Council, *Local Government Act*, 1888, sec. 82 (2), and until otherwise ordered every act of a committee must receive the approval of the Council before being valid. *Municipal Corporations Act*, 1882, sec. 22 (2).] Proceedings to be reported and approved.

[2-7-89]

- 160.—Reports of committees in matters requiring the directions of the Council shall be divided into paragraphs which shall be numbered consecutively, and the directions of the Council shall be taken by means of recommendations contained in Form of reports.

such reports. Every report submitted by a committee to the Council shall be signed by the chairman of the meeting at which the report was agreed to. [25-6-89. 7-7-14]

Form of
recommenda-
tions.

161.—In such matters of principle as are defined in section (i.) of standing order No. 410, the directions of the Council shall, unless in any case the chairman of the Council shall consider such a course impracticable, be taken by means of a recommendation framed in such terms as to enable the Council to arrive at a decision apart from the merits of any particular application of the principle. [7-7-14]

Framing of
regulations.

162.—Whenever the Council shall pass a resolution under standing order No. 161, such resolution shall be forthwith embodied in a regulation, and the standing committee concerned shall be authorised to deal with all applications of the principle, subject to the provisions of standing orders Nos. 118, 121, and 238. [7-7-14]

Periodical
reports.

163.—(a) The result of any police-court proceedings taken by any standing committee, and the weekly traffic returns relating to the working of the tramways undertaking, and except as regards tenders for stores the prices of which it is undesirable to disclose, the particulars of all tenders considered by any standing committee in connection with their acceptance of a tender exceeding £1,000, shall be reported to the Council forthwith. It shall be within the discretion of a committee to report to the Council forthwith their decision on any resolution received from a metropolitan borough council or other local authority on a matter on which the Council has already declared its policy.

(b) Except as provided in clause (a) of this standing order all action taken by any standing committee (except as regards lunacy and mental deficiency matters such action as relates to ordinary care and treatment of patients) shall be reported to the Council in summary form and in paragraphs numbered consecutively and so arranged as to give the Council continuous information as to the course of administration pursued by the committee during each consecutive period of three months, except as provided in standing order No. 216, and provided that the statement of the Finance Committee showing details of orders made for payments, transfers, balances, etc., may be submitted separately in manuscript, and such report shall be submitted, by each standing committee, as follows—

Education; General Purposes; Establishment; and Building Acts Committees—

First meeting in July, October and January and after the Easter recess.

Finance; Fire Brigade; Theatres and Music Halls; and Stores and Contracts Committees—

Second meeting in July, October and January, and first meeting after the Easter recess.

Asylums and Mental Deficiency; Highways; Housing; Improvements; and Parks and Open Spaces Committees—

Third meeting in July and October, first meeting in February and first meeting after the Easter recess.

Local Government, Records and Museums ; Main Drainage ; Parliamentary ; Public Control ; and Public Health Committees—

Fourth meeting in July, first meeting in November, second meeting in February and first meeting after the Easter recess. 7-7-14. 16 & 23-2-15. 2-3-15. 19-12-16. 20-3-17. 9-12-19, 30-3-20. 8-3-21. 12-7-21. 6-12-21

- 164.—(a) Wherever two or more committees are authorised to report to the Council upon the same matter, arrangements shall be made for the reports to be submitted to the Council concurrently. Committees to report concurrently.

(b) Where it is provided that a committee shall not make any report to the Council except concurrently with another committee, and where the provisions of standing order No. 258 do not apply, the committee shall be entitled, if no report is to be submitted by the other committee, to report independently. [31-3-14]

- 165.—After any recommendation of a committee has been agreed to by the Council, the same shall forthwith be carried out by the committee within whose order of reference the subject matter thereof falls. Committee to carry out Council's resolutions. [25-6-89. 7-7-14]

VOTING AT COMMITTEES.

- 166.—Every matter brought before a committee shall be decided by a majority of those present and voting. The voting shall be by show of hands. Any two members of the committee then present and voting may require the names of the persons voting, and the vote given, to be entered in the minutes. The chairman may vote in the first instance, and in case of an equality of votes may have a second or casting vote. Where a chairman has not voted in the first instance, he may, in the case of an equality of votes, give a casting vote. This order shall not apply to any committee who deliberate in public. Voting—Deliberations in private.

- 167.—Every matter brought before a committee who deliberate in public shall be decided by a majority of those present and voting. The mode of voting shall be by members rising in their places, or by a show of hands, unless four or more members rising in their places demand a formal vote, or the chairman of the meeting thinks a formal vote desirable, in which case the procedure shall be as follows— Voting—Deliberations in public.

(i.) The clerk of the committee shall cause a bell to ring outside the committee-room and shall turn a one-minute sand-glass kept on the table for the purpose. At the expiration of one minute, and before the vote is taken, the doors shall be closed, and no member shall enter the committee-room until the votes shall have been taken.

(ii.) The question before the committee shall then be put a second time by the chairman of the meeting. The clerk of the committee shall then call the name of each member, who shall, if he is present and legally entitle to vote, say "for" or "against" as the case may be. The chairman of the meeting may, at his option, vote at this stage.

(iii.) The chairman of the meeting shall announce the result of the voting, and in the case of an equality of votes may, whether or not he voted in the first instance, give a casting vote.

(iv.) The names of members voting, and the vote given, shall be entered on the minutes.

(v.) If a member records his vote wrongly, he shall not be allowed to correct his error, but if he announces his mistake before the result of the voting is declared the fact shall be recorded on the minutes. [18-2-08. 7-4-08. 9-3-09]

MATTERS AFFECTING TWO OR MORE COMMITTEES.

- Conference between committees. — 168.—Any two or more committees may confer together by mutual agreement as to any matter of joint interest. [2-4-89]
- Jurisdiction of committees. 169.—No committee shall act in any matter within the order of reference to another committee without taking the instructions of the Council, but this order shall not preclude a committee from rendering advice or assistance at the request of another committee. [7-12-09. 7-7-14]
- Reference to more than one committee. 170.—In every case in which a resolution of the Council refers any matter of business to two or more committees, the committee first named shall take the initiative and invite the other committee or committees interested to a conference on the subject. [5-11-89. 7-7-14]

EXAMINATION OF WITNESSES.

- Examining witnesses. 171.—No committee shall examine witnesses or take evidence unless specially empowered to do so by the Council: During the examination of witnesses by or before any committee, the proceedings shall be open to the press and the public, unless the committee shall otherwise order. [2-4-89]
- Press and public.

COMMUNICATIONS TO OUTSIDE AUTHORITIES, ETC.

- Communications to outside authorities, etc. 172.—No committee shall communicate with any outside person or authority except through the officer of the Council duly authorised for the purpose. [2-4-89]

III.—STANDING ORDERS (GENERAL).

ORDERS AFFECTING MEMBERS OF THE COUNCIL.*

- 173.—The question of the appointment of a deputation to a minister of the Crown or to a Government department shall be determined by the Council on the recommendation of the committee charged with the work or service concerned, and when the deputation is to represent the Council the names of members and others to form the deputation shall be determined by the Council on the recommendation of the General Purposes Committee. Deputations from the Council.
[6-7-09]
- 174.—Members of the Council appointed by the Council as its representatives on public authorities shall, whenever occasion may arise, report to the General Purposes Committee on any matter likely to affect the work of the Council which may come before any such public authority. Representatives of the Council at meetings of associations, conferences or congresses shall be invited to report to the committee or committees directing the service or services concerned upon any matter discussed at such meetings which, in their opinion, is of interest to the Council; and printed copies of the proceedings at such meetings shall be obtained, when available, for use in the library. Reports on matters coming before other authorities.
[9-3-09. 24-6-13]
- 175.—Any member of the Council appointed as a representative of the Council at the Lee Conservancy Board shall pay over to the Council any fee or consideration received in respect of his services. Fees to be paid to Council.
[10-10-93. 20-11-94. 16-3-09]
- 176.—The chairman, vice-chairman and deputy-chairman, or any one of them, may, whenever the Council is in vacation, take such action on behalf of the Council as may be required with respect to matters which will not admit of delay; and any one or more of them may direct that the seal of the Council be affixed to such deeds, notices, warrants, petitions or other documents as may be required for the transaction of business; provided that all such official acts shall in due course be reported to the Council. Instructions during recess.
Sealing during recess.
[22-4-90. 7-7-14. 26-11-18]
- 177.—Whenever any group of members of the Council wishes to meet unofficially at the offices of the Council, the sanction of the chairman of the Council shall be previously obtained. Unofficial meetings of members.
[1-4-90. 7-7-14]
- 178.—Any member of the Council may inspect any document presented to a committee and shall on request be supplied with a copy of the document if copies are available; provided that no member may inspect or call for a copy of a document relating to a matter in which he is, by himself or by his partner, pecuniarily or professionally interested. Inspection of documents.
[6-7-09. 7-7-14]
- 179.—(a) A member of the Council shall be entitled, when speaking at a meeting of the Council, to quote from any docu- Quotation from documents.

* See also standing orders Nos. 308, 310 and 326.

ment presented to a committee except a document relating to (i.) the purchase or sale of property, (ii.) matters which are or may be the subject of litigation or arbitration, (iii.) legislative proposals, and (iv.) any document which by unanimous vote of a committee is considered to be unsuitable or not ready for public use.

(b) Where the vote of a committee under this order is not unanimous, the question whether the document shall be available for quotation shall be referred for decision to the chairman, the vice-chairman and the deputy-chairman of the Council as an appeal committee.

[6-7-09]

Private documents.

180.—All documents which under standing order No. 179 may not be quoted in the Council shall be marked private and confidential, and the contents of such documents shall not be disclosed, either at a meeting of the Council or otherwise.

[6-7-09]

Travelling expenses of members.

181.—Reasonable travelling expenses other than in respect of attendance at the County Hall or other offices of the Council incurred by any committee or sub-committee in the performance of duties devolving upon them under their order of reference shall be provided out of the County Fund to an amount not exceeding the expenditure which would have been reasonably incurred if the committee or sub-committee had travelled from or to the County Hall to or from the place visited. Reasonable travelling and subsistence expenses incurred by members of the Council or of the Education Committee nominated by the Council to attend a meeting or conference held for the purpose of discussing the promotion and organisation of education or educational administration shall be provided out of the County Fund under the authority of section 38 of the Education Act, 1918, as follows—

Travelling expenses—To an amount not exceeding necessary cab fares and first-class railway fares; *subsistence expenses*—to an amount not exceeding the actual hotel or other full boarding expenses, excluding any charge for wines and spirits. [30-4-89. 19-10-09. 21-11-11. 15-4-19]

Refreshments for members.

182.—When any committee, or any members of a committee duly authorised, shall visit any institution under the control or management of the Council, they shall be entitled to avail themselves of the stores of such institution on payment of their value.

[30-4-89. 9-3-09. 7-12-09]

COMMON SEAL OF THE COUNCIL.

Seal of Council to have two locks.

183.—The common seal of the Council shall be kept in some safe place, secured by two different locks. The two keys of one lock shall be kept by the chairman and the deputy-chairman, and the two keys of the other by the clerk of the Council and the deputy-clerk.

[21-3-89. 7-7-14]

Sealing of documents.

184.—All deeds and other documents to which the common seal of the Council shall require to be affixed shall be sealed in pursuance of a resolution of the Council or of a committee

duly authorised thereto, and in the presence of either the chairman, vice-chairman or deputy-chairman of the Council.

[21-3-89. 13-12-92. 28-3-93]

- 185.—An entry of the sealing of every deed and other document to which the common seal shall have been affixed shall be registered in a separate book to be provided for the purpose, and signed by the chairman, vice-chairman or deputy-chairman of the Council, in whose presence the document has been sealed.*

Entries of sealing.

[13-12-92. 11-4-93]

PUBLIC AUTHORITIES AND MEMBERS OF THE PUBLIC.

- 186.—When a committee have under consideration any proposal in which is involved any local government or taxation question and which affects the relations between the Council and the authorities of any local government areas outside the County of London, before coming to a decision on the subject, they shall consult the Local Government, Records and Museums Committee who shall consider the questions raised from a local government and taxation point of view, and also whether, and to what extent, the relations of London with outside areas are affected by the proposal; and the Local Government, Records and Museums Committee shall communicate to the other committee any facts or conclusions which have an essential bearing on the subject and may, if necessary, report to the Council thereon.
- 187.—Any committee of the Council desiring a conference of a public nature between the Council and local or other authorities on any matter within their reference shall, before submitting to the Council a recommendation on the subject confer with the General Purposes Committee thereon.

Relations with out-county authorities.

[28-3-05. 7-7-14]

Conferences with local or other authorities.

[25-2-02]

- 188.—Whenever a committee are of opinion that the thanks of the Council should be communicated to any person or corporate body for services rendered, full particulars of the circumstances shall be placed by the committee before the General Purposes Committee, who shall, if they concur in the proposal, submit to the Council the necessary recommendation.

Votes of thanks.

[9-2-97. 22-10-12]

- 189.—When a municipal corporation or other public authority applies for permission to visit any of the Council's works by deputation or appointed committee, facilities shall be afforded by the clerk of the Council, after consulting the head of the department concerned, to enable the deputation to inspect any such works, but no expense shall be incurred without special authority being obtained from the chairman of the Council, and in no case shall any expense be incurred for refreshments for members of the Council.

Visits of corporations, etc.

[29-10-01. 7-7-14]

CEREMONIAL FUNCTIONS.†

- 190.—When in connection with any ceremonial function conducted by the Council it is decided that any memorial of the

Ceremonial functions.

* See also standing order No. 41.

† See also standing order No. 378.

occasion shall be presented to the person invited to perform the ceremony, such memorial shall if practicable be designed and executed by students of the Council's schools of arts and crafts, and in that case shall bear the name or identifying mark of its designer and executer. [12-12-11]

SAFETY OF CHILDREN.

Children Act,
1908.

191.—The responsibility for securing compliance with the provisions of section 121 (1) and (2) of the Children Act, 1908, so far as they relate to the Council shall devolve upon the committee directing the service concerned; provided that no rules for giving effect to the provisions of the section shall be made until the Theatres and Music Halls Committee shall have had an opportunity of considering them. [12-11-12. 7-7-14]

INVESTIGATIONS.

Investigation of
subjects of
general
importance.

192.—(a) The General Purposes Committee shall include in their annual estimates the amount which the Council is empowered to expend in investigating subjects of general importance to the inhabitants of the county.

(b) Committees desiring to undertake any such investigation shall first consult the General Purposes Committee, who shall only permit any further necessary steps to be taken if they are satisfied that the expenditure involved can be provided for having regard to present and prospective requirements. [1-3-04. 7-7-14]

REPORTS OF ROYAL COMMISSIONS, ETC.

Reports of
Royal
Commissions.

193.—The clerk of the Council shall present to the General Purposes Committee such reports of Royal Commissions, select committees of Parliament and departmental committees, as affect either the services administered by the Council or the administration or condition of London, and shall prepare when necessary a *précis* of the material portion of such reports, provided that—

(i.) If the General Purposes Committee are of opinion that the subject report falls entirely within the reference to another committee, they shall remit the report and *précis* (if any) to that committee for consideration and report to the Council.

(ii.) If the subject report concerns two or more committees such committees shall be furnished with copies of the report and *précis* (if any) and shall forward an expression of their opinion or criticism thereon to the General Purposes Committee, who shall embody such opinion or criticism of the committees in a comprehensive report to the Council. This order shall not apply to the Asylums and Mental Deficiency Committee or the Education Committee.

(iii.) The Finance Committee shall be furnished with copies of the subject report and *précis* (if any), and shall forward their opinion on the financial bearings thereof to the committees concerned for embodiment in their report to the Council; and when the recommendations of the committee concerned affect directly or indirectly the finances of the Council the Finance Committee shall report thereon.

[21-12-09. 7-7-14. 4-2-19]

PARLIAMENTARY MATTERS.

194.—(a) No proposal involving the promotion by the Council of legislation, or the obtaining by the Council of a provisional order requiring the confirmation of Parliament, shall be made to the Council at any meeting unless such proposal is in respect of an application for legislation or confirmation of such order in the session of Parliament next ensuing upon the date of such meeting. Parliamentary scheme.

(b) Unless before the summer recess the Council in any case shall have otherwise determined no such proposal shall be submitted to or considered by the Council after the summer recess ; provided that a committee may submit to the Council after such recess any such proposal of an urgent nature on condition that (i.) the question of urgency shall be determined by the Council ; and (ii.) the Parliamentary Committee shall have been afforded an opportunity of reporting concurrently on the proposal.

(c) Any committee before submitting to the Council a proposal involving the promotion of legislation by the Council, shall be advised by the solicitor whether the Council has power to promote such legislation, and shall include in their report particulars of the advice given by the solicitor.

[17-12-89. 11-4-93. 22-6-98. 3-2-03. 9-3-09. 4-7-11. 7-7-14]

195.—Where on the report of any committee the Council resolves to instruct the Parliamentary Committee to prepare a bill or clauses for the amendment of the existing law, the committee on whose report the resolution was passed shall cause to be prepared and forwarded to the Parliamentary Committee a short statement of the effect of the existing law, with full reference to the existing enactments on the subject, and also a short statement of the scheme of the proposed bill or of the nature of the amendment proposed, and the reasons for the same. Particulars to be sent to Parliamentary Committee.

[5-4-92. 7-7-14]

196.—Where on the report of any committee the Council resolves to instruct the Parliamentary Committee to apply for statutory authority to execute any work or to purchase or acquire or otherwise deal with any land, the committee on whose report the resolution has been passed shall cause to be prepared and submitted to the Parliamentary Committee a large scale ordnance map or other plan showing the commencement, termination and centre line of the proposed work (if any), and the boundary of any lands with which it is proposed that the bill should deal. Plans of parliamentary schemes.

[5-4-92. 7-7-14]

197.—Any committee on whose report the Council has resolved to make application to Parliament for powers for any work shall submit in writing to the Parliamentary Committee, not later than 15th November, the amount of to be inserted in the bill as the estimated amount of capital required. Estimates to be inserted in bills.

[2-4-95. 7-7-14]

198.—Whenever in the course of the promotion of a bill in Parliament any material alteration affecting the Council is made in the bill the Parliamentary Officer shall forthwith report such alteration to the committee concerned with the Alterations in bills.

subject matter of the clause or clauses affected, and the committee shall, if necessary, take the directions of the Council thereon; provided that (i.) if the alteration places upon the Council an additional or enlarged obligation, any increased liability or expenditure thereby involved shall be notified to the Finance Committee, and any necessary recommendation to the Council shall be submitted without delay; and (ii.) this order shall not operate so as to limit in any way the authority of the Parliamentary Committee in respect of the promotion of bills in Parliament.

[10-3-08. 7-7-14. 19-10-15]

Proceedings in
Parliament—
Joint sub-
committees.

199.—Whenever the Parliamentary Committee, in connection with the promotion of legislation or the consideration of any bill affecting a service within the order of reference of another committee or other committees, desire the assistance of such committee or committees in the conduct of the Council's case before Parliament, the Parliamentary Committee and the other committee or committees shall join in the appointment of a joint sub-committee who shall be authorised to conduct the Council's case before Parliament, subject to any directions from the appointing committees and within the authority respectively conferred on such committees by the Council, and all action by the joint sub-committee shall be reported forthwith to the Parliamentary Committee.

Provided that such a sub-committee shall be appointed if any committee within whose order of reference the subject-matter of the Bill wholly or partly falls, express to the Parliamentary Committee their desire for such appointment.

[7-12-09. 7-7-14 30-7-18]

Directions of
the Council.

200.—(i.) Every committee within whose order of reference the subject matter of any bill introduced into Parliament falls shall be entitled to take the directions of the Council upon the course to be pursued on such bill, before second reading thereof and not after, and any committee upon whose work the subject-matter has, or may have, a bearing, shall be entitled to report concurrently but shall not be entitled to take the directions of the Council. In cases in which such directions are unnecessary or cannot be obtained, the Parliamentary Committee shall follow the course indicated by the committee within whose order of reference the subject-matter of the bill falls, provided that in cases in which two or more committees are concerned and the courses desired by them are not consistent, the Parliamentary Committee shall take the directions of the Council if time permits, and if not shall be empowered to settle the course to be taken without further reference to the committees concerned, and that course shall be reported forthwith to the Council and shall be followed unless the Council orders otherwise by any sub-committee appointed under standing order No. 199.

(ii.) If any question of principle arises upon any Parliamentary bill after second reading the Parliamentary Committee shall, if time permits, ascertain the views of the committee or committees within whose order of reference

the subject-matter of the bill falls or upon whose work the subject matter of the bill has, or may have, a bearing, and any such committees shall be entitled to report concurrently with the Parliamentary Committee when they take the directions of the Council on such question of principle. In cases in which time does not permit of the directions of the Council being obtained, the Parliamentary Committee shall, after consultation, if possible between their chairman and the chairman or chairmen of the executive committee or committees concerned, settle the course to be taken, and that course shall be reported forthwith to the Council and shall be followed unless the Council orders otherwise, by any sub-committee appointed under standing order No. 199.

(iii.) The provisions of standing order No. 50 shall apply to any report made by the Parliamentary Committee in pursuance of this standing order stating the course which they have ordered to be taken on emergency on any Parliamentary bill.

[30-7-18]

EDUCATIONAL ADMINISTRATION.

- 201.—In determining matters of educational administration no distinction shall be made between public elementary provided and non-provided schools, except where provided by statute.

[29-10-07]

Educational administration provided and non-provided schools.

HOUSING OF THE WORKING CLASSES.

- 202.—(a) Whenever a committee formulate a proposal for carrying out a work which would appear to involve the displacement of persons of the labouring class, that committee shall, at the earliest possible date, inform the Housing Committee of the fact; and if and when it is definitely decided to displace such persons, an intimation of such decision shall be at once given to the Housing Committee.

Displacement of persons of labouring class.

(b) When any such intended displacement involves the submission of a scheme to the Ministry of Health, the scheme shall be prepared by the executive committee in consultation with the Housing Committee, and shall, before being presented to the Council by the executive committee, be approved by the Housing Committee.

(c) In the case of all displacements which do not involve the submission of a scheme to the Ministry of Health, the Housing Committee shall advise the Council as to the rehousing accommodation to be provided in respect thereof.

[9-12-02. 19-2-07]

- 203.—Housing accommodation should be provided for a number of persons equal to that of the working classes displaced by any scheme under the Housing of the Working Classes Act, 1890, or under the provisions of any improvement Act, but not necessarily in the immediate neighbourhood of the displacement, due consideration being given to the needs of those living on any particular area.

Rehousing—extent of.

[19-2-07. 29-11-10]

LIQUOR LICENCES.

- 204.—The report of a committee recommending the retention or abandonment of a licence for the sale of intoxicating liquors on premises about to be acquired by or belonging to the

Liquor Licences—Retention or abandonment.

Council, shall state the value attaching to the premises by reason of the licence, and shall also state the number of public-houses, beerhouses, and off-licensed houses within a radius of 300 yards of the premises. Whenever the Council decides to abandon a licence, its decision shall be communicated to the Commissioner of Police and to the clerk of the licensing justices.

[5-7-04. 7-7-14]

Acquisition of
interests in
licensed
premises.

- 205.—Before causing notice to treat to be served in respect of the acquisition of any interest in premises licensed for the sale of intoxicating liquors, or before taking any action committing the Council to the acquisition of any such interest, the committee concerned shall report to the Council the circumstances in which the acquisition of such interest is rendered necessary.

[10-3-08]

LOANS FOR PERMANENT IMPROVEMENTS.

Loans for
permanent
improvements.

- 206.—(a) The Council will postpone all new loans for permanent improvements, which can be postponed without grave inconvenience, until Parliament has provided that the burden of all future loans for such improvements shall fall upon such persons as the law shall hereafter direct, all private contracts to the contrary notwithstanding.

(b) In order to carry this resolution into effect every committee recommending a loan for a permanent improvement are to state in their report the circumstances which render the postponement of the loan inconvenient, and the amount of the annual burden which such loan will throw upon the ratepayers.

[9-7-89]

PURCHASE, ETC., OF PROPERTY.

Purchase of
property with-
out making
public the
locality, etc.

- 207.—Whenever a committee are desirous of purchasing by agreement or otherwise property which can be legally acquired, and are of opinion that exceptional circumstances render it prejudicial to the Council's interest that particulars as to the locality and value should be made public in any report to the Council that may be necessary, the committee shall, in the first instance, bring the matter before the General Purposes Committee, and shall forward to that Committee the numbered plan required by standing order No. 209 (a) to be prepared. If that Committee, by a majority of the whole Committee, or three-fourths of those present (the members present being a majority of the whole Committee); concur in the proposal, the General Purposes Committee shall then send a memorandum, setting forth the circumstances of the case, to the Finance Committee, with a view to that Committee submitting an estimate of the amount of the liability involved, with any observations they may wish to make upon the financial bearings of the proposal, and the report of the Finance Committee shall be considered by the Council simultaneously with the report of the General Purposes Committee containing the recommendation, but not containing such particulars as would lead to the identification of the property.

[25-7-99. 26-3-12. 7-7-14]

Purchase of
property for
education
service.

- 208.—Whenever a sub-committee of the Education Committee are desirous of submitting to that Committee a recommenda-

tion to purchase, by agreement or otherwise, for education purposes property in respect of which it is not desirable to publish particulars as to site, reference to such property in their report and recommendation on the subject shall be by quoting the number of the registered plan of such property. Should the Education Committee agree to the recommendation of the sub-committee, the Committee shall send to the Finance Committee a memorandum, setting forth the circumstances of the case, with a view to that Committee submitting an estimate of the amount of the liability involved. If that Committee concur in the proposal the Education Committee shall submit to the Council any necessary recommendation without disclosing the property to be purchased, provided that the full circumstances of the case shall be reported to the General Purposes Committee, who may, if they think fit, report concurrently to the Council. In the event of the Council agreeing to the recommendation of the Education Committee, standing order No. 209 shall operate.

[20-7-09. 26-3-12. 7-7-14

209.—(a) Any recommendation to the Council submitting an estimate in respect of expenditure for the purchase of property shall give a reference to a numbered plan submitted to the spending committee as the plan of property included in such estimate. Purchase of }
property—
Estimate plan.

(b) Where negotiations for the purchase of property are being conducted through an agent, the valuer shall, at the earliest practicable stage in the course of such negotiations, put forward an estimate for submission forthwith to the Council by the appropriate committee under the provisions of standing order No. 207 or No. 208, as the case may be. Such vote shall, if necessary, be reduced, or any necessary supplemental vote submitted to the Council immediately such negotiations shall have been concluded.

(c) Before the solicitor serves a notice to treat, he shall see that each property in respect of which he serves such notice is shown upon the estimate plan, a certified copy of which shall be supplied to him by the valuer.

(d) Before the solicitor serves notice to treat he shall lodge with the clerk of the Council a certificate that the necessary orders of the Council cover the proposed notice, and that he is proceeding to serve such notice.

(e) The valuer, before exchanging contracts for the purchase of property, shall certify to the executive committee that the property concerned is shown on the plan prepared under clause (a) of this order.

(f) The solicitor, in reporting the final settlement of contested cases, shall state in his report that the property is shown upon the estimate plan.

(g) In connection with the purchase of property not included in the original estimate plan, the valuer shall report to the committee concerned as to the necessity for purchasing the property, and shall submit to the committee a new estimate and a new plan, which, if approved, shall be submitted to the

Council as in clause (a), and thereafter the procedure as set out in clauses (b) to (f) shall be observed.

[1-8-05. 19-2-07 18-2-08. 15-2-10. 26-3-12. 7-7-14

Dealings with
Council's
property.

210.—All committees and heads of departments dealing with property belonging to the Council shall send particulars of such dealings to the Improvements Committee for their information.

[8-7-90. 19-7-04. 7-7-14

Surplus lands.

211.—Committees shall transfer to the Improvements Committee without delay surplus lands acquired for services under their direction. The term "surplus land" in this standing order and in the orders of reference to the Housing and Improvements Committees shall not include any sites on housing estates which, under the scheme of development, are to be sold or leased for the erection of public buildings, shops, factories or similar buildings, or for any purposes incidental to the development of the estates other than the erection of working-class dwellings.

[21-12-09. 28-2-22

Lands not
utilised.

212.—Every committee shall in October in each year notify the Improvements Committee of all lands, not being surplus lands, which have not been utilised within two years of the date of completion of purchase, for the purpose for which they were acquired.

[21-12-09

Tenders for sale,
etc., of Council's
property.

213.—All tenders received in respect of the sale and letting of the Council's property shall be opened by the Council previously to their being referred to the Improvements Committee. The names only of the tenderers shall be made public.

[27-6-93. 19-7-04. 7-7-14

Plans.

214.—Except as provided in standing order No. 207, when a committee submit to the Council a scheme involving the acquisition of land, a plan of the scheme shall be prepared in the proper department, and laid on the table in the Council Chamber.

[23-3-20

Objects of
antiquity.

215.—All persons in the employment of the Council shall watch for and collect any objects of antiquity which may be met with in excavations carried on by the Council, with a view to the preservation of such objects either in a special municipal collection, or in the British Museum, the Guildhall, or such other place as the Council may determine.

[28-1-90. 7-7-14

WORKS.*

Direct
employment
of labour.

216.—(a) Any committee may direct that (i.) petty works of current maintenance, (ii.) special works of a limited nature, (iii.) emergency repairs which, if delayed, would cause accident to or deterioration of the property of the Council, and (iv.) the manufacture of special articles, shall be carried out by direct employment of labour.

(b) The cost of all works executed under this standing order and under standing order No. 410 and completed up to 30th September in each year, audited under rules made by the Finance Committee, shall be communicated by the committee concerned to the General Purposes Committee, who shall report it to the Council with any observations they may desire to make in their next following report under standing order No. 163.

[18-3-02. 17-7-06. 9-3-09. 28-6-10. 4-7-11.

7-7-14. 2-3-16. 30-8-20

* See also standing order No. 350.

217.—Except as provided in standing order No. 216 and in items Nos. 1 (g), 6 and 5 (c) of the order of reference to the Parks and Open Spaces Committee, the Stores and Contracts Committee and the Housing Committee respectively, all jobbing works shall be executed under contracts.

[18-3-02. 19-2-07. 9-3-09. 7-7-14

218.—In connection with the repair, alteration, improvement, widening or rebuilding of any county bridge or the repair, alteration or improvement of the roads at the ends thereof (reparable at the expense of the county) it shall not be necessary for any presentment to be made to the Council, in pursuance of the provisions on that behalf contained in the statutes relating to county bridges, of the insufficiency, inconvenience or want of repair of such bridge or such roads at the ends thereof as the case may be.

Repairs, etc., of county bridges.

[7-4-08

STORES.

219.—All stores required in connection with the maintenance and administration of the several services of the Council shall, except where otherwise provided, be obtained through the Council's stores. Stores are to be defined generally as articles used in maintenance, but are not to include engines, boilers, trams, etc., and their parts, the production of which is in the nature of work of construction rather than of manufacture.

Supply of stores.

[14-12-09

220.—Where, in connection with any service, it is necessary to keep a stock of stores of materials the issues from which are charged to a capital or maintenance vote, the stock so kept shall not exceed in value an amount voted by the Council on a special estimate submitted by the Finance Committee. If at any time the value of the stock required other than temporarily shall exceed the amount voted by the Council, the committee controlling the service shall forward a supplemental estimate to the Finance Committee for submission to the Council. At the end of each financial year each committee controlling any such service shall inform the Finance Committee of the value of the stock in hand, and if the value fall short of the amount voted by the Council and such diminution is not merely temporary, the committee shall forward to the Finance Committee a new estimate which shall form the subject of a new vote by the Council and upon the passing of such new vote existing votes shall be cancelled.

Votes for stores.

[6-3-06. 9-3-09

SAMPLES, AND CANVASSING FOR ORDERS.

221.—(a) In all departments of the Council's service, and at all places under its control, personal canvassing for orders or leaving samples of goods by travellers and others is strictly prohibited. All communications respecting the supply of general goods to the Council must until further order be addressed in writing to the chief officer of stores, Clerkenwell-close, E.C.

Canvassing for orders, etc., prohibited.

(b) No officer or servant of the Council, other than heads of departments, shall make application to any person or firm for the supply of samples, or specimens of books or other goods, unless specially authorised by the Council to do so.

Applications for samples, etc.

[14-2-93. 8-10-07. 9-3-09. 18-5-09. 22-10-12. 13-7-15

PUBLICATIONS OF THE COUNCIL.

- Publications. 222.—The minutes of the Council shall be sold at the price of 6d. a copy, each volume of the annual report of the London County Council at 2s. 6d. a copy, and the report of the London County Council, the annual abstract of accounts, and the annual estimates, each at 1s. a copy. The price of other publications, except in cases otherwise ordered, is to be at the rate of 1d., 2d., 3d., 4d., 6d., 9d., 1s., 1s. 3d., 1s. 6d., 1s. 9d., 2s. and 2s. 6d., and so on in multiples of 6d.

[25-4-93. 28-6-98. 26-3-12. 7-2-22]

EXPENDITURE BY HEADS OF DEPARTMENTS.

- Expenditure by heads of departments. 223.—Any committee may delegate to any head of a department power to incur expenditure up to £40 for matters included in their reference and within the limits of their respective votes.

[2-7-89. 31-3-96. 7-7-14. 13-5-19]

EXPENDITURE ON PRINTING, ETC.

- Reports and returns. 224.—(a) Any committee contemplating the preparation of a report or return on a special subject shall in the first instance ascertain the amount of clerical work and any extra cost, either in respect of staff, of printing or typing, or otherwise, involved in the preparation of such report or return.

(b) If the preparation of such report or return will involve extra cost the committee shall before ordering the same have before them a detailed estimate of such cost.

(c) This order shall not apply to reports or returns prepared in pursuance of any statute or order with which the Council is required to comply, or any standing, general or special order of the Council, or to reports or returns necessary for committees in matters of ordinary current administration.

[8-10-07]

CUSTODY OF TITLE DEEDS.

- Custody of title deeds. 225.—Securities by deeds, consisting of mortgages of rates made by metropolitan borough councils and other public bodies, title deeds to properties acquired for street improvements, artisans' dwelling schemes, and other purposes, agreements for leases and agreements for sales, and other agreements and contracts entered into by the Council or its predecessors, and other original documents of a like kind, shall remain in the custody of the solicitor. Leases and counter-parts of leases shall be placed so that access to them shall be authorised only in the presence of the solicitor, and the chairman and vice-chairman of the Improvements Committee.

[7-5-89. 19-7-04. 19-2-07. 11-2-08. 7-7-14]

DOCUMENTS UNDER THE BALLOT ACT.

- Ballot Act. Public inspection of documents. 226.—(a) The documents in the custody of the clerk of the Council, under the Ballot Act, 1872 (other than ballot papers and counterfoils), shall be open to public inspection in the manner hereinafter mentioned.

(b) Any person desiring to inspect such documents shall give notice thereof in writing to the clerk of the Council, and state therein an address in the county to which a reply may be sent. Notice of desire to inspect.

(c) On the receipt of any such notice the clerk of the Council shall within one day give notice in writing, making an appointment for the inspection at his office within two days after the receipt of the notice by him. Clerk of Council to appoint day for inspection.

(d) The clerk of the Council shall also give notice in writing of the appointment to the chairman, vice-chairman or deputy-chairman, any one of whom, if unable to attend, may request any member of the Council to do so on his behalf. Chairman or his deputy to attend.

(e) The inspection shall take place between the hours of 10 a.m. and 4 p.m. Hours.

(f) The sealed packets of which inspection may be desired shall be opened, and after inspection shall be sealed up again in the presence of the chairman, vice-chairman or deputy-chairman, or the member of the Council attending the inspection. Packet to be opened and re-sealed.

(g) The person making the inspection shall not be entitled to take copies of any document at the time, but he may before the packets are re-sealed demand to be furnished with copies of any of the documents inspected by him, in which case the sealing of the packets in which such documents were contained shall be postponed until the copies have been made, and the packets shall be re-sealed as soon as practicable by the clerk of the Council. Copies not to be taken. Copies may be furnished.

(h) Any person may make a request in writing to the clerk of the Council to be furnished with copies of any such documents, either with or without having made an inspection thereof; and the clerk of the Council, on obtaining a written authority from the chairman, vice-chairman or deputy-chairman for the time being, shall open the necessary packets, supply such copies with all dispatch, and forthwith re-seal the packets. Requests for copies.

(i) No packets opened under these regulations shall be re-sealed without a memorandum in writing, signed by the clerk of the Council, being inserted therein, on which shall be stated— Memorandum of opening to be made and inserted in packet.

(i.) The date of the opening;

(ii.) The names of the persons inspecting (if any);

(iii.) The documents (if any) of which copies were taken, and to whom they were supplied; and

(iv.) The date of the packets being re-sealed.

(j) There shall be paid to the Council by the person making any such inspection a sum of one guinea for each day, or part of a day, during which such inspection shall last. Fee for inspection.

(k) The Council may at any time order any packets to be opened and re-sealed from time to time for such purposes and in such manner as it shall determine and prescribe in each case. Council may order packet to be opened and re-sealed.

Charge for
copies.

(1) The charge for copies of documents made in accordance with these regulations shall be 2d. per folio of 72 words, such charge to cover the cost of all necessary forms and paper used for that purpose.

[21-10-90. 7-7-14. 7-2-22]

PETITIONS UNDER THE CORONERS ACT.

Certification of
petitions.

227.—Petitions to His Majesty under the Coroners Act, 1844, 7 and 8 Vict., chap. 92, shall, with the descriptions and reasons required to accompany such petitions, be certified to His Majesty under the seal of the Council, to be affixed in pursuance of a resolution of the Council, or of a committee duly authorised thereto, and it shall not be necessary for such petitions with the accompanying descriptions and reasons to be otherwise certified.

[3-6-90. 7-7-14]

IV.—STANDING ORDERS RELATING TO ESTIMATES, ACCOUNTS, ETC.*

COUNTY FUND.

Orders for payment.

- 228.—[No order for payment out of the County Fund shall be made by the Council except in pursuance of a resolution passed on the recommendation of the Finance Committee, and any such order shall be signed by three members of the Finance Committee present at the meeting of the Council, and counter-signed by the clerk of the Council. *Local Government Act, 1888, sec. 80 (1) and (3).*] Payments out of County Fund.

ESTIMATES AND SANCTION TO EXPENDITURE.

Annual estimates.

- 229.—(a) Each committee shall prepare, and forward to the comptroller on or before 1st February in each year, estimates under various heads of expenditure on capital account (if any) during the ensuing financial year and the following six months respectively, and estimates of expenditure and receipts (if any) on rate and revenue accounts during the ensuing financial year, on the services or matters within their reference. Such estimates shall be in such form and under such heads as the Finance Committee may from time to time prescribe, and shall be prepared on the basis of income and expenditure in similar manner to the accounts of the Council. Preparation of annual estimates.

(b) In the case of any work or object the expenditure on which may extend over more than one financial year, the estimate shall show (i.) the total estimated expenditure, (ii.) the amount proposed to be expended within the period covered by the estimate, and (iii.) the amount (if any) already expended. Works extending over more than one financial year.

(c) The preparation of the estimates shall be commenced in the month of October by the various heads of departments in consultation with the comptroller. He shall present the draft estimates to the various committees for approval, and at the same time furnish the Finance Committee with a copy thereof. Approval of estimates by committees.

[1-11-04. 19-2-07. 18-2-08. 30-3-09]

- 230.—The annual estimates of expenditure on rate and revenue accounts shall include only provision for expenditure involved in principles approved by the Council. In respect of expenditure on matters not so approved there may be included in the estimates, to such extent as the Finance Committee may determine, "provisional sums," for the purpose of enabling the Council to determine the amount required to be raised by rate but such sums shall not be voted by the Council with the annual maintenance votes. Provided that this order shall not apply to works in the nature of ordinary maintenance Rate and revenue estimates.
Provisional sums.

* See also standing orders Nos. 97 to 104.

or other expenditure on maintenance account resulting from past action of the Council. [11-4-11. 7-7-14]

Presentation of annual estimates to Finance Committee.

Capital estimates.

231.—(a) The comptroller shall in the month of February in each year bring up to the Finance Committee the annual estimates approved by the various committees.

(b) In the capital estimates the comptroller shall include estimates of the amount to be advanced upon loan to various local authorities of London and others, and a contingency provision for the purpose of meeting expenditure in excess of estimate under any head, together with a summary of the estimates in the form required for insertion in the annual Money Bill.

Rate and revenue estimates.

(c) In the rate and revenue estimates the comptroller shall include estimates of the amounts required for the service of the debt and other financial and non-effective charges, together with summaries and other statements necessary to enable the Finance Committee to estimate the amount to be raised in the financial year by means of county contributions, and the amount of the county rate necessary to raise such contributions. [18-2-08]

Consideration of estimates by Finance Committee.

232.—(a) In considering the capital estimates the Finance Committee shall have regard to the maximum amount which in their opinion the Council should seek to borrow in the year.

(b) In considering the rate and revenue estimates the Committee shall have regard to the amount which in their opinion the Council should raise by county contributions in the year.

(c) In submitting the annual estimates to the Council the Committee shall make their recommendations accordingly, and shall accompany them with such reports as they may think fit. [18-2-08]

Votes on account.

233.—(a) The Finance Committee shall before the end of March in each year prepare and submit to the Council an estimate of the total expenditure to be incurred by the Council on capital account, and also an estimate of total expenditure on rate and revenue accounts, under various heads of service during the period which may elapse between the end of that financial year and the anticipated date of the passing by the Council of the annual capital and maintenance votes for the ensuing year, and each such estimate shall, if and when approved by the Council, be called a "vote on account."

Standing orders relating to votes to apply.

(b) In respect of the period for which the votes on account are passed, and until the annual capital and maintenance votes for the year of which such period forms a part shall have been passed by the Council, the standing orders relating to annual capital and maintenance votes shall apply to votes on account, and the amount included in the votes on account in respect of each head of service shall be regarded as appropriated to such head. [10-3-03. 18-2-08]

Submission of annual estimates to Council.

234.—The annual capital estimates shall be submitted by the Finance Committee to the Council in the month of February or March in each year. [1-11-04. 18-2-08]

235.—The rate and revenue estimates shall be submitted by the Finance Committee to the Council before 1st May in each year.

[18-2-08]

236.—The amounts stated under the various heads of the estimates of expenditure on capital account, when approved by the Council, shall be deemed to be appropriated to the objects specified under such heads, and shall be termed "annual capital votes," and the amounts stated under the major divisions or "sub-heads," and the minor divisions or "details," of each vote shall also be deemed to be appropriated to the specific purposes stated under such "sub-heads" and "details" respectively. Expenditure under any such vote may be incurred in accordance with the provisions of standing orders Nos. 238 and 251. The Finance Committee shall make any adjustments in the sub-heads and details of any capital vote which are necessitated by the reduction of such vote or the approval of a supplemental estimate.

Annual capital votes.

Expenditure under annual capital votes.

[31-3-93. 18-2-08. 21-1-13. 7-7-14. 9-11-15]

237.—As far as may be found practicable the annual capital estimates shall be so arranged or grouped that when any such estimate is not already covered by an approved estimate of costs, debt or liability, the necessary estimate of costs, debt or liability may be approved at the time of the passing of the annual capital votes.

Concurrent submission of capital estimates of costs.

[7-7-14]

238.—Each standing committee shall be empowered, during the financial year, in respect of the several objects included in their orders of reference and the votes for the year, to incur liability or expenditure not exceeding the amounts provided therefor in the maintenance votes, and in the case of capital expenditure to incur liability not exceeding the amount of an approved estimate of costs, debt or liability, and to incur expenditure not exceeding the amount of the capital votes, provided that no liability or expenditure shall be incurred in excess of £100 (in the case of the Education Committee and the Asylums and Mental Deficiency Committee £500), without the concurrence of the Finance Committee (or, in cases in which the provisions of Standing Order No. 239 apply, of the member or members of the Finance Committee duly authorised by the Committee to concur on their behalf), but such concurrence shall not be required as regards—

Power to committees to incur liability or expenditure.

Building Acts Committee—Expenditure incurred in carrying into execution the provisions of Part IX. of the London Building Act, 1894, relating to dangerous structures.

Fire Brigade and Main Drainage Committees—Settlement of claims in respect of accidents to or occasioned by fire-floats, motor-cars and other appliances, and sludge-vessels respectively, provided that any sum so paid is recoverable under policies of insurance.

Highways Committee—Maintenance expenditure in connection with item No. 8 (b) of their order of reference.

Housing and Improvements Committees—Acquisition of property under items Nos. 3 (b) and 2 (b) of their respective orders of reference.

Housing Committee—Item No. 5 (c) of their order of reference.

Local Government, Records and Museums Committee—Legal proceedings in connection with item No. 4 of their order of reference.

Parliamentary Committee—Items Nos. 1 and 2 of their order of reference.

All Committees—Stores required for current use.

[7-7-14. 2-3-15. 19-12-16. 9-7-18. 9-12-19. 15-3-21]

Tenders for painting and cleaning schools.

- 239.**—The Finance Committee shall be authorised to delegate to any one or more of their members power to concur, on their behalf, under Standing Order No. 238, in cases in which expenditure exceeding £500 is involved in the acceptance of tenders for the painting and/or cleaning of London County Council educational institutions when such tenders are received while the Council is in recess, or when the time is too limited to admit of the usual procedure in regard to obtaining the concurrence of the Finance Committee. [15-3-21]

Annual maintenance votes.

- 240.**—The amounts stated under the various heads of the estimates of expenditure on rate and revenue accounts, when approved by the Council, shall be deemed to be appropriated to the objects specified under such heads, and shall be termed “annual maintenance votes,” and the amounts stated both under the major divisions or “sub-heads,” and the minor divisions or “details,” of each vote shall also be deemed to be appropriated to the specific purposes stated under such “sub-heads” and “details” respectively. The Finance Committee shall make any adjustments in the sub-heads and details of any maintenance vote which are necessitated by the reduction of such vote or the approval of a supplemental estimate. [31-3-96. 18-2-08. 21-1-13. 7-7-14. 9-11-15]

Revision of annual rate and revenue estimates.

- 241.**—The Finance Committee shall consider, at the end of the first six months of the financial year, whether it is necessary to revise the estimate of the amount of county contributions to be raised for the second six months of the financial year, and shall, if necessary, prepare and submit to the Council a revised estimate for such six months. [18-2-08]

Supplemental and special votes.

Supplemental capital votes.

- 242.**—(a) Any anticipated excess of expenditure under an annual capital vote shall be the subject of a supplemental estimate of expenditure, which the committee concerned shall put forward, as early as possible, for submission by the Finance Committee to the Council. The estimate, when approved by the Council, and sanctioned by the Treasury under the provisions of the Money Act, shall be termed a “supplemental capital vote.”

Special capital votes.

- (b) Any proposed expenditure on capital account in the current financial year for a purpose for which no provision is made in the current annual capital votes shall be the subject of a special estimate, to be submitted by the Finance Committee to the Council, subject to the amount being within the powers conferred upon the Council by the Money Act for the

time being. It shall not be in order to submit such an estimate to the Council except in cases of urgency, which the Council shall determine upon a report from the committee concerned, or where the Council is under statutory obligation to proceed; provided that the committee making the proposal shall be at liberty to report to the Council under the conditions laid down in standing order No. 258. When approved by the Council such estimate shall be termed a "special capital vote."

(c) Expenditure under any supplemental or special capital vote may be incurred in accordance with the provisions of standing orders Nos. 238 and 251. [31-3-96. 18-2-08. 7-7-14. 4-2-19] Expenditure under supplemental and special capital votes

243.—(a) Any anticipated excess of expenditure under an annual maintenance vote shall be the subject of a supplemental estimate, which the committee concerned shall put forward, as early as possible, for submission by the Finance Committee to the Council. The estimate, when approved, shall be termed a "supplemental maintenance vote." Supplemental maintenance votes.

(b) Expenditure on rate or revenue account during the current financial year shall not be incurred unless provision for such expenditure is made in the current annual maintenance votes, including supplemental votes, or unless the Council first approves a special maintenance estimate submitted by the Finance Committee. No such estimate shall be put forward for submission to the Council unless—(i.) the expenditure is covered by provisional sums in the annual estimates, or (ii.) the case is one of urgency which the Council shall determine upon a report from the committee concerned or (iii.) the Council is under statutory obligation to proceed in the matter. Such estimate when approved by the Council shall be termed a "special maintenance vote." The committee making the proposal shall be at liberty to report to the Council under the conditions laid down in standing order No. 258. Special maintenance votes.

(c) The provisions of standing orders Nos. 238 and 240 as to expenditure under annual maintenance votes shall apply to expenditure under any supplemental or special maintenance vote. [31-3-96. 18-2-08. 4-7-11. 7-7-14. 4-2-19] Expenditure under supplemental and special maintenance votes.

Excess votes.

244.—In any case in which the actual expenditure has exceeded the original vote or supplemental vote, as the case may be, an excess vote shall be obtained from the Council, upon the recommendation of the committee responsible for the expenditure. Every committee shall, fourteen days prior to bringing up to the Council an application for an excess vote, communicate the facts to the Finance Committee, who shall inquire into the causes of the excess with a view to action being taken to guard against the occurrence of any other excesses due to similar causes. [18-3-02. 18-2-08. 18-5-09. 7-7-14] Excess votes.

Enlargement of purposes of votes.

245.—The purposes of any maintenance or capital vote may, with the sanction of the Finance Committee, be enlarged for Enlargement of purposes of votes.

the purposes of meeting expenditure on any object of a nature similar or analogous to those for expenditure on which the vote provides, provided that the Finance Committee shall be satisfied that such enlargement will not cause the vote to be exceeded.

[29-11-10. 7-7-14]

Variations within votes.

Transfers
within votes.

- 246.—Any saving on an amount appropriated for a specific purpose stated under any "sub-head" or "detail" of any annual capital or maintenance vote may, with the sanction of the Finance Committee, be applied to meet an excess on an amount appropriated for a purpose under another "sub-head" or "detail" of such capital or maintenance vote and no supplemental vote shall in that case be necessary.

[31-3-96. 18-2-08. 21-1-13. 7-7-14]

Reduction of estimates.

Reduction of
estimates.

- 247.—In the event of the cost of any work being reduced by reason of the omission of any portions of the work, or if for any reason a substantial saving on any estimate is anticipated, the effect of such reduction or saving on the original estimate shall be immediately notified to the Finance Committee.

[31-3-96. 18-2-08. 7-7-14]

Estimates of costs, debt or liability.

Capital esti-
mates of costs,
etc.

- 248.—(a) (i.) No recommendation or proposal involving expenditure on capital account shall be submitted to the Council until an estimate of the total costs, debt or liability, under section 80 (3) of the Local Government Act, 1888, is submitted by the Finance Committee to the Council.

To be sub-
mitted by
Finance
Committee.

(ii.) Such estimate shall be submitted to the Council by the Finance Committee without delay, with any observations they may wish to make upon its financial bearings, and the report of the Finance Committee shall be considered by the Council simultaneously with the report of the committee making the recommendation.

Total liability.

(iii.) Any such estimate which does not comprise the total liability involved in any proposal shall be accompanied by a statement of such total liability and of the amount (if any) of estimates previously approved.

Discussion on
financial policy.

(b) Notwithstanding the provisions of standing order No. 71 no question of financial policy shall be discussed in the Council upon any estimate of costs, debt or liability, if provision for expenditure thereunder has been made, in whole or in part, in the current annual capital votes.

Proposal not
included in
votes.

(c) Except in cases of urgency, which the Council shall determine upon a report from the committee concerned, or where the Council is under statutory obligation to proceed, it shall not be in order to submit to the Council any proposal involving expenditure on capital account in the current financial year, or to submit an estimate in respect thereof, unless provision for such expenditure has been made, in whole or in part, in the current annual capital votes; provided that the committee making the proposal shall be at

liberty to report to the Council under the conditions laid down in standing order No. 258.

(d) Any anticipated excess of costs, debt or liability over the amount of an approved estimate shall be the subject of a supplemental estimate, which shall be put forward by the committee concerned as early as possible. The submission of the estimate shall be made and the Council's approval thereof obtained in the manner prescribed for estimates. Supplemental estimate of costs, etc.

(e) The approval of a capital estimate (or supplemental estimate) of costs, debt or liability shall not constitute a vote. Expenditure under any such estimate may be incurred in accordance with the provisions of standing orders Nos. 238 and 251. Expenditure under estimate of costs, etc.

(f) Any committee putting forward an estimate of capital outlay shall furnish to the Finance Committee such particulars and estimates as are available of any consequential expenditure involved on capital or on maintenance account. Consequential expenditure.

[31-3-96. 18-2-08. 15-4-13. 7-7-14. 4-2-19]

249.—The estimates of expenditure comprised in the rate and revenue estimates for the financial year, and any supplemental or special maintenance estimate, shall be deemed to be, and shall be also submitted by the Finance Committee to the Council for approval as, estimates of costs, debt or liability within the meaning of section 80 (3) of the Local Government Act, 1888. Rate and revenue estimates to be estimates of costs, etc.

[31-3-96. 18-2-08]

250.—(a) No recommendation or proposal involving expenditure on rate or revenue account exceeding £50 in the ensuing or any subsequent financial year shall be submitted to the Council until an estimate of the total costs, debt or liability proposed to be entered into has been submitted by the Finance Committee to the Council. The estimate shall be submitted by the Finance Committee without delay to the Council with any observations they may wish to make upon its financial bearings; and the report of the Finance Committee shall be considered by the Council simultaneously with the report of the committee making the recommendation. Rate or revenue expenditure in ensuing year, etc.

(b) Such estimate, if approved by the Council, shall not constitute an annual maintenance vote, but provision for the expenditure shall in due course be included in the annual maintenance votes of the ensuing or subsequent financial year. Approved estimate of costs, etc., not to be a maintenance vote.

(c) This order shall not apply to the continuance of expenditure which has already been sanctioned by the Council on works or services. Not to apply to continuing expenditure.

[11-4-05. 18-2-08]

Sanction to capital expenditure.

251.—Expenditure on capital account may be incurred provided that— Sanction to capital expenditure.

(i.) The Council has approved, in the current or any previous financial year, an estimate of costs, debt or liability submitted to the Council by the Finance Committee under section 80 (3) of the Local Government Act, 1888;

(ii.) The expenditure in any financial year be within the

amount provided in an annual capital vote in respect of that year; and

(iii.) The concurrence of the Finance Committee has been obtained where required under standing order No. 238.

[31-3-96. 18-2-08. 7-7-14]

Meaning of submission of estimate.

Submission of estimate by Finance Committee.

- 252.**—The submission of an estimate to the Council by the Finance Committee shall, unless the Committee report to the contrary, be deemed to imply that the Committee approve the said estimate.

[18-2-08. 2-3-15]

New proposals involving financial considerations.

Capital expenditure exceeding £50,000.

- 253.**—(a) Any committee submitting to the Council a recommendation or proposal involving expenditure on capital account exceeding £50,000 shall in their report state when approximately the expenditure will be incurred, and the expenditure shall not exceed the amount so estimated in any financial year without the approval of the Finance Committee.

New proposals—£50,000 capital.

(b) Any committee when entering upon the consideration of any new proposal involving expenditure on capital account exceeding £50,000, or ultimately involving an increased continuous annual expenditure on rate and revenue accounts exceeding £2,000, shall forthwith send notification thereof to the Finance Committee, and consult them as to the financial considerations involved.

[1-11-04. 18-2-08. 19-3-12. 7-7-14]

Approval in principle of proposals involving expenditure.

- 254.**—Before recommending the Council to approve in principle any proposal involving expenditure, the proposal shall be communicated to the Finance Committee, with such particulars and estimates as are available, in order that the Finance Committee may report to the Council upon the financial bearings of the proposal simultaneously with the executive committee.

[18-2-08]

Regulations and rules.

- 255.**—Any committee proposing to take the directions of the Council under standing order No. 118 or No. 161 or proposing to make a rule which may affect the finances of the Council shall, before submitting to the Council a recommendation or making such rule, ascertain the views of the Finance Committee thereon, and in the event of the Finance Committee not concurring in the proposed recommendation or rule the matter shall be referred to the General Purposes Committee, who shall make such recommendation thereon as they may think fit; provided that the Committee making the proposal and the Finance Committee may, should they so desire, submit concurrent reports.

[11-4-11. 7-7-14. 26-11-18]

Capital expenditure of metropolitan borough councils.

- 256.**—Any proposal which may involve an application from any metropolitan borough council for sanction to the borrowing of money shall be communicated to the Finance Committee before any decision is arrived at thereon.

[18-6-07. 18-2-08. 7-7-14]

Proposals dealing with sources of revenue.

- 257.**—No decision shall be arrived at upon any proposal dealing with new or existing sources of revenue, including fees, tolls

or other moneys receivable by the Council, until the financial bearings of the proposal have been considered by the Finance Committee; provided that this order shall not apply to specific cases which involve no question of principle or which will not form a precedent capable of extended or general application.

[18-2-08. 7-7-14]

- 258.—Where, under any standing order, it is provided that a report, recommendation or proposal shall not be submitted to the Council until a report or estimate is submitted by the Finance Committee, it shall be competent to the committee making the report, recommendation or proposal, to submit the same to the Council at its third or any later ordinary meeting after the date on which full particulars of the proposal, or the detailed estimate, shall have been laid by the committee before the Finance Committee. [18-2-08. 7-7-14]

Limit of time for submission of estimates, etc.

SUPERVISION OF EXPENDITURE, ETC.

- 259.—It shall be the duty of every officer responsible for the supervision of expenditure to warn the committee having charge of the work or service for which an estimate has been passed whenever any excess expenditure under such estimate is anticipated, in order that a supplemental estimate may be put forward as early as possible. [31-3-96. 18-2-08]

Supervision of expenditure.

- 260.—Notification shall be given promptly to the comptroller by heads of departments concerned of all sums of money becoming due to the Council. [16-3-09]

Amounts due to Council.

- 261.—For the purpose of certifying to executive committees whether proposed expenditure has been provided for in the annual estimates the details of such estimates shall be open to inspection by the comptroller, and heads of departments before submitting to committees reports with reference to proposed expenditure shall ascertain from the comptroller whether such expenditure has been provided for. This order shall apply to the acceptance of tenders, offers or quotations (other than for stores required for stock authorised to be kept by the Stores and Contracts Committee under standing order No. 220), equally with any other proposal involving expenditure. [16-3-09. 25-2-13. 7-7-14. 19-10-15]

Certificate of provision in estimates.

- 262.—The head of a department, when submitting to executive committees estimates of expenditure or plans and specifications for works, shall certify that the same have been prepared with a due regard to economy, and in his report shall call the attention of the committee to any feature or item therein which causes an increased scale of expenditure beyond what has been approved hitherto for similar works or proposals, or which is of an exceptional character, and a copy of such report shall be forwarded to the Finance Committee. [9-3-09]

Economy in estimating higher charges, etc.

- 263.—The head of each department shall notify the comptroller forthwith in accordance with rules made by the Finance Committee of every order involving expenditure issued in his department. [9-3-09. 4-7-11]

Orders involving expenditure.

Works
not under sealed
contracts.

264.—The chief engineer and other heads of departments under whose supervision work is to be done shall in the case of all works for which there is no contract under the seal of the Council, send a memorandum to the comptroller of all estimates which, having been accepted, have virtually become contracts, and the orders for works based on such estimates; and such memorandum shall be certified by the chairman of the committee having charge of the work.

[22-4-90. 21-12-09. 7-7-14]

To be certified
by chairman of
committee.

ACCOUNTS, ETC.

Basis of
accounts.

265.—The accounts of the Council shall be kept on the basis of income and expenditure in accordance with rules made by the Finance Committee.

[30-3-09. 4-7-11]

Annual
Accounts.

266.—The annual accounts of the Council shall be submitted to it by the Finance Committee; provided that, in cases in which, in advance of the annual accounts, the accounts of any undertaking are issued separately, such accounts, when approved by the Finance Committee, may be submitted to the Council by the committee concerned before the date of the submission of the annual accounts.

[18-2-08. 7-7-14]

Utilisation
of capital
moneys.

267.—Any sum credited to the capital account of a service in respect of the transfer of property to another service and allocated to a specific purpose but not applied to such purpose within the financial year shall be applied to meet authorised capital expenditure of the service credited, and the money when required for such specific purpose shall be raised as part of the Council's capital requirements.

[9-3-09]

Transfers
between
accounts.

268.—Committees desiring a transfer between accounts of the County Fund shall forward their proposal to the Finance Committee, who shall give any necessary directions thereon. In the event of any difference of opinion arising between the Finance Committee and an executive committee in any particular instance, the Finance Committee shall take the directions of the Council thereon and the executive committee shall be afforded an opportunity of reporting to the Council on the subject simultaneously with the Finance Committee.

[21-12-09. 4-7-11. 7-7-14]

Allocation of
establishment
charges.

269.—Establishment charges shall be allocated as follows—

(i.) Each account required by statute or otherwise to be separately kept, except such accounts as may be exempted by the Council on the recommendation of the Finance Committee, shall be charged with its proper share of establishment expenses, except such as the Council, on the recommendation of the Finance Committee, shall decide not to charge.

(ii.) The establishment expenses to be charged shall be—

(1) All such expenses directly incurred for the service or services comprised in the account.

(2) A proportion of all general establishment expenses, including committee work, office accommodation, office charges, audit stamp duty, parliamentary costs, etc., in accordance with service rendered or expense incurred,

such proportion being in each case estimated as nearly as may be practicable.

(iii.) The amount of charge shall be settled by the Finance Committee, after consultation with the committee directing the service to which the account relates.

(iv.) No establishment expenses shall be charged to capital accounts other than those of revenue-producing undertakings, except the salaries and wages of staff especially and exclusively engaged for the purpose to which the capital account relates. [31-7-06. 26-5-08. 9-3-09. 29-11-10. 22-10-12

270.—Percentages to cover the cost of establishment charges shall be added to the cost accounts of works executed by the Council on behalf of other authorities or persons as follows— Establishment charges to other authorities.

(i.) Work carried out by a contractor, 5 per cent.

(ii.) Work carried out by the Council's own workmen, 10 per cent.

(iii.) Work carried out by the Council's own workmen in connection with repairs to sludge vessels, etc., the cost being recoverable from underwriters, 15 per cent. [12-10-09

271.—Any committee desiring that moneys due to the Council which have become irrecoverable, or which in the opinion of the committee concerned should be remitted, should be written off shall forward their proposals to the Finance Committee, who shall give any necessary directions thereon. Suggestions of committees for writing off such moneys shall, except in cases of urgency or where inconvenience would arise, be forwarded to the Finance Committee once a quarter. In the event of any difference of opinion arising between the Finance Committee and the executive committee in any particular instance, the Finance Committee shall take the directions of the Council thereon, and the executive committee shall be afforded an opportunity of reporting to the Council on the subject simultaneously with the submission of the report to the Finance Committee. Moneys irrecoverable. [9-5-11. 7-7-14

FINANCIAL RETURNS.

272.—(a) The Finance Committee shall cause periodical returns to be submitted to them showing the progress of expenditure under the various annual capital and maintenance votes, and shall present to the Council, at the expiration of the financial year, a statement of the votes and of the expenditure thereunder, with such comments thereon as they may think advisable. Periodical returns of expenditure.

(b) The comptroller shall furnish each committee with a quarterly return of expenditure and liabilities incurred under each annual capital or maintenance vote.

[18-2-08. 30-3-09. 9-2-15

273.—The Finance Committee shall prepare a yearly return of the Council's commitments upon capital account under all heads, and shall present the return to the Council when submitting the annual estimates of capital expenditure. Return of capital commitments.

[1-11-04. 18-2-08. 30-3-20

274.—The Finance Committee shall prepare and submit to the Council annually an abstract of its finances for such period, not being less than 10 years, as the Committee may decide. Abstract of finances.

[18-2-08

V.—STANDING ORDERS RELATING TO CONTRACTS, RATES OF WAGES, ETC.

BILLS OF QUANTITIES.

Engineering works.

- Preparation. 275.—(a) A quantity surveyor shall be employed by the Council (whenever required) to prepare bills of quantities for all large works, the Council accepting the responsibility for such bills of quantities.
- Copies to be supplied to tenderers. (b) Copies of the bills of quantities shall be supplied with the specifications and drawings to persons who wish to tender, and each person shall be invited to tender on the bills of quantities thus supplied.
- Measurements and payments. (c) In the case of large works carried out under the direction of the chief engineer, the measurements shall be made as the work proceeds by an officer in his department, who shall be placed in direct charge of the works in progress, and the payments to the contractor for the amount of work executed shall be calculated according to the prices in the bills.
- Measurements of smaller works. (d) As regards the smaller works carried out under the direction of the chief engineer, the measuring surveyor in his department having experience in civil engineering work shall abstract and bill his own measurements. [14-10-90. 7-7-14]

Architectural works.

- Preparation of bills. 276.—(a) A quantity surveyor shall be employed by the Council to prepare bills of quantities for complicated or large works, the surveyor employed being responsible in all cases for the accuracy of the quantities, *bona fide* clerical errors excepted. Provided that the committee concerned may in any particular case order the quantities to be prepared by the architect's staff instead of by an outside quantity surveyor.
- Copies to be supplied to tenderers. (b) Copies of the bills of quantities shall be supplied with the specifications and drawings to persons who wish to tender, and each person shall be invited to tender on the bills of quantities thus supplied.
- Quantities may be used for similar works. (c) Whenever it is proposed to carry out works of a similar nature to any for which quantities have already been taken out, those quantities may be utilised as a schedule for the works so contemplated, if, in the opinion of the architect, such a course would be practicable and expedient, the cost of such works being based on actual measurements priced in accordance with such schedule.
- Small works. (d) For small works carried out under the direction of the architect, the architect shall advise the committees concerned as to whether quantities are to be taken or not. If quantities are supplied in such cases they shall be prepared by the architect's staff.
- Extras and omissions. (e) In all works carried out under the direction of the architect for which bills of quantities have been prepared, the extras and omissions shall be measured by the measuring

surveyors in his department, and shall be valued by him in accordance with the priced and signed bills of quantities.

(f) The following shall be the scale of payment to the quantity surveyors employed on architectural works, viz.—
 on works up to £1,000, 2 per cent.; on works over £1,000 and not exceeding £5,000 in value, $1\frac{1}{2}$ per cent.; on works over £5,000 and not exceeding £20,000 in value, $1\frac{1}{4}$ per cent.; on works over £20,000 and not exceeding £30,000 in value, $1\frac{1}{8}$ per cent.; on works over £30,000 and not exceeding £50,000 in value, $1\frac{1}{16}$ per cent.; on works over £50,000 and not exceeding £70,000 in value, 1 per cent.; on works over £70,000 by special arrangement.

Provided that the scale shall operate in such a way that the remuneration for any work shall in no case be less than that which would be paid for a smaller work.

[13-2-00. 28-7-03. 7-7-14

Offer of work in rotation.

277.—There shall be kept lists of firms of quantity surveyors to be employed by the Council for (i.) architectural work, and (ii.) engineering work. Work shall be offered in rotation to the firms on the respective lists, and the lists shall be revised periodically by the General Purposes Committee.

[13-2-00. 19-2-07. 2-11-09. 7-7-14

TENDERS AND CONTRACTS.*

278.—Except where otherwise provided, all tenders shall be invited by advertisement.

[2-7-12 Invitation of tenders.

279.—Whenever tenders are invited for the execution of any work, the purchase or supply of any goods or materials, the sale or letting of land, or the exercise of any privilege under licence or otherwise, a date and time shall be specified in the instructions to tenderers, after which no tender shall be received by the Council, and any tender delivered after such date and time shall be forthwith returned to the person or firm submitting it by the clerk of the Council, who shall be authorised to open the tender for the purpose of ascertaining the name and address of such person or firm, but who shall not disclose such name and address or any particulars of the tender.

[6-2-12 Delivery of tenders.

280.—The solicitor shall at once, and without waiting for the meeting of the committee to which the tenders are referred, make such inquiries (if any) as he may consider necessary as to the competence of the lowest tenderer, and, if the information obtained does not appear satisfactory, then into the competence of the next lowest, and so on until a satisfactory result shall have been obtained, reporting the result to the committee as early as possible.

[17-6-90 Solicitor to make inquiries. To report result to committee.

281.—Where the estimated expenditure is below £1,000, tenders may be opened by a committee. Such tenders shall be reported to the Council in the committee's periodical report

Tenders under £1,000.

* See also standing orders Nos. 40 and 213.

under standing order No. 163, but the committee shall, as soon as the tenders are opened, instruct the solicitor to make such inquiries as the committee may consider necessary.

[17-6-20. 7-7-14. 9-12-19]

Acceptance of
tender other
than lowest.

- 282.**—Any committee proposing (i.) to accept, or (ii.) to recommend the Council to accept a tender other than the lowest or highest as the case may be, shall communicate to the General Purposes Committee the reasons for passing over the lowest or highest tender or tenders. Such communication shall be made in sufficient time to enable the General Purposes Committee to consider the matter before (i.) the tender is accepted, or (ii.) the date on which the Council will have before it the report on the subject in question. In the first case the tender shall not be accepted unless the General Purposes Committee are satisfied with the reasons given for passing over the lowest or highest tender or tenders.

Provided that in case of a difference of opinion the directions of the Council shall be taken in the matter by the committee concerned and the General Purposes Committee shall be entitled to report concurrently thereon.

Provided also that the Stores and Contracts Committee may, without communicating with the General Purposes Committee, accept or recommend the acceptance of a tender other than the lowest or highest as the case may be for each item in a schedule where (i.) the tenderer has previously failed satisfactorily to carry out a contract, (ii.) the value of the contract would be less than £10, and the item is allotted to the lowest or highest tenderer to whom other items in the same schedule are allotted, or (iii.) it is desirable to group a number of items, and the lowest or highest satisfactory tender for the group shall be accepted.

[22-1-07. 9-3-09. 7-12-09. 14-12-09. 7-7-14 16-2-15. 26-11-18. 9-12-19]

Withdrawal of
tenders.

- 283.**—No tender of any person or firm who shall on any previous occasion have withdrawn a tender after the same has been opened by the Council or a committee shall be accepted unless the reasons for the withdrawal were satisfactory to the General Purposes Committee.

[21-10-90. 14-7-91. 7-7-14]

Fair wages, etc.

- 284.**—No contract shall be entered into with any person or firm if it is shown to the satisfaction of the Council that such person or firm does not pay such rates of wages and observe such hours of labour as are recognised by associations of employers and trade unions or are generally accepted as fair and in practice obtain in the districts in which such person or firm carries on work; and any person or firm desirous of entering into a contract with the Council shall, whenever called upon to do so by the clerk of the Council, produce to such officer or officers of the Council as the clerk of the Council may direct, the time and wages books and sheets of the person or firm in order to show to the satisfaction of such officer or officers whether or not the provisions of this order as to rates of wages and hours of labour are complied with.

[22-2-10. 26-11-12. 7-7-14]

- 285.—No contract shall be entered into with any person or firm who, in respect of any person employed by him or by any sub-contractor under him, is proved to have infringed, since the date when such person or firm first entered into a contract with the Council, the conditions as to rates of wages and hours of labour imposed by the terms of such contract. Provided that this prohibition shall not apply to the case of infringements by a sub-contractor if it is proved to the satisfaction of the Council that such person or firm had taken reasonable precautions against infringement. [2-7-12] Infringement of labour conditions of contract.
- 286.—There shall be inserted in the instructions for tender issued in respect of every contract a clause embodying the provisions of standing order No. 285. [2-7-12] Instructions for tender.
- 287.—Wherever in connection with the supply of goods or materials the Council has a choice between a manufacturer or producer and an agent, middleman or dealer and can exercise that choice in favour of the manufacturer or producer without appreciable disadvantage to the Council, the choice shall be so exercised. [22-2-10. 18-3-19] Choice between manufacturer and agent.
- 288.—Where tenders are invited for works, the amounts paid by any person for copies of the drawings, bills of quantities or other documents shall, after the committee have come to a decision upon the tenders but not before, be returned to such person, provided that he shall have sent in a *bona fide* tender and shall not have withdrawn the same. [14-3-93. 7-7-14] Return of deposit money.

WAGES, HOURS OF LABOUR, SUB-LETTING, ETC.

Council's list of rates of wages, etc.

- 289.—(a) There shall be kept at the County Hall a list of the rates of wages and the hours of labour to be paid and observed by the Council in works of construction, repair or maintenance of buildings or of engineering works whether civil, mechanical or electrical which the Council may resolve to carry out without the intervention of a contractor on a site wholly or partially within a radius of twenty miles measured in a straight line from Charing-cross. Rates of wages etc.—Council's list.
- (b) The list shall be settled by the Council on the recommendation of the General Purposes Committee, and shall be based on the rates of wages and hours of labour recognised by associations of employers and trade unions and in practice obtaining in London, or where no such rates and hours are so recognised, on the rates and hours in practice obtaining in London, and shall form part of the standing orders of the Council.
- (c) The list shall, upon the recommendation of the General Purposes Committee, be from time to time revised by the Council so as to keep it at all times as far as possible in accordance with the rates of wages and hours of labour for the time being recognised by associations of employers and trade unions and in practice obtaining in London, and where no such rates and hours are so recognised with the rates and hours in practice obtaining in London.

(d) The list shall include the rates of wages and hours of labour recognised by associations of employers and trade unions and in practice obtaining in London, or where no such rates and hours are so recognised the rates and hours in practice obtaining in London in the printing and bookbinding trades. This portion of the list shall be settled, and shall from time to time be revised by the Council, on the recommendation of the Stores and Contracts Committee.

(e) The list shall at all times be open to public inspection.*

[14-12-97. 10-5-98. 22-4-02. 31-7-06. 9-3-09. 21-12-09. 2-7-12]

Contracts for goods, materials, etc.

Contracts for
goods, materials
etc.—Conditions
as to wages, etc.

290.—(a) In contracts for the supply of goods, materials or manufactured articles a clause shall, unless otherwise ordered by the Council, be inserted to provide that with respect to all goods, materials or manufactured articles manufactured, produced or supplied by the contractor he will in the manufacture, production or supply thereof, as the case may be, pay and observe the undermentioned rates of wages and hours of labour, viz.—

(i.) Where the manufacture, production or supply thereof is carried on within a radius of twenty miles from Charing-cross the rates of wages and hours of labour appearing in the Council's list (which for the purposes of paragraph (c) hereof shall be deemed to be the minimum scale to be fixed by the Council as therein mentioned), and if the contractor employ any employee or employees in any trade not included in the Council's list the rates of pay shall not be less, nor the hours of labour more, than those recognised by associations of employers and trade unions and in practice obtaining in London or where no such rates and hours are so recognised the rates and hours in practice obtaining in London.

(ii.) Where the manufacture, production or supply thereof is carried on beyond a radius of twenty miles from Charing Cross, and the Council has fixed a minimum scale of wages as applicable thereto the rates of wages and hours of labour therein prescribed, and where the Council has not fixed a minimum scale the rates of wages and hours of labour recognised by associations of employers and trade unions and in practice obtaining in the district where the manufacture, production or supply is carried on, or where no such rates and hours are so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour are to be found.

(b) In the case of contracts for the supply of goods, materials or manufactured articles if it is not practicable to insert the clause above specified, the contractor shall be required to declare that he pays such rates of wages and observes such hours of labour as are recognised by associations of employers

* The list is printed separately and is on sale at Messrs. King and Son, Ltd., 2 and 4, Great Smith Street, Westminster, S.W.

and trade unions or are generally accepted as fair and in practice obtain in the districts in which the contractor carries on work.

(c) In contracts for the supply of goods, materials or manufactured articles to be supplied through the Stores and Contracts Committee under which persons are employed as regards whom there are neither rates of wages and hours of labour recognised by associations of employers and trades unions nor rates and hours in practice obtaining or where difficulty is or has been experienced under contracts of a similar nature in arriving at a decision as to the recognition or the obtaining of such rates and hours a clause shall on the instructions of the Council be inserted providing for a minimum scale to be fixed by the Council of wages for workers and work of every or any description, with liability to a penalty of £25 in respect of every breach of contract as to wages. Provided that such minimum scale shall be ordinarily based on the rates and hours actually paid and observed by good employers in the district in which the goods, etc., will be manufactured or supplied.

Trades in which there are no recognised rates.

(d) In all contracts for the supply of clothing other than waterproof clothing, boots, uniform caps and such other articles as to which the appropriate committee shall decide that the provisions herein contained shall apply, clauses shall be inserted to provide that (i.) the whole of the work shall be executed in the contractors' own factories with a penalty of such sum not exceeding £100 and not less than £20 as the appropriate committee may determine for breach thereof, and (ii.) all wages earned by workers engaged on work under the contract shall be paid directly to them and not through a foreman or others supervising or taking part in the operations on which the workers are engaged.

Contracts for clothing, etc.

(e) In all contracts for the supply of goods, materials or manufactured articles except those to which clause (b) of this order is applicable clauses shall be inserted to provide—

Contracts for goods, materials, etc.

(i.) That a copy of the clause inserted in the contract prescribing the rates of wages and hours of labour to be paid and observed by the contractor and (if the same applies) of the list of rates of wages and hours of labour included or referred to in the contract shall be posted up in a conspicuous position in every place occupied or used by the contractor in or about the execution of the contract.

(ii.) That the premises and the time and wages books and sheets of the contractor shall at all times be open to inspection by any person thereto authorised by the Council.

(iii.) That the Council may pay to any employee or employees who may have been paid less than the stipulated rates of wages the difference between the amount actually paid and the amount which would have been paid if the stipulation as to wages had been observed, and may deduct from any moneys due or to become due to the contractor or otherwise recover from the contractor the amount so paid by it.

Contracts—
Minimum rates.

(f) In any contract under which trades are likely to be employed in respect of which minimum rates have been provisionally fixed by a trade board, a clause shall be inserted to provide that as regards all trades or branches of trades for which minimum rates shall have been fixed at the date of the acceptance of the tender, under the provisions of the Trade Boards Act, 1909, the minimum rates so fixed shall for the purposes of the clause be deemed to be those recognised by associations of employers and trade unions and in practice obtaining in London or in the district or districts where the manufacture, production or supply is carried on, as the case may be.

(g) In every contract of which the period exceeds one year and in which the clause provided for by paragraph (a) of this standing order shall appear, clauses shall be inserted to provide as follows—

Alterations in
wages and hours
or labour.

(i.) If at any time or times and so often as the same may happen, as regards any trade, a rate of wages or hours of labour different from the rate of wages or hours of labour prescribed in clause A* hereof, shall after the date of the contractor's tender, be provisionally fixed under the Trade Boards Act, 1909, or shall be agreed to between the associations of employers and the union of employees in such trade in the district in which any work under the contract is being or is to be done, then from the date of any such fixing or agreement as the case may be, and so long only and to such extent only as the same shall be in force the rate of wages or hours so fixed or agreed upon shall be considered as substituted for the rate of wages or hours prescribed in the said clause A for the same class of labour, and clause A hereof shall be construed and have force and effect in all respects as if the substituted rate of wages or hours had as from such last-mentioned date been prescribed in the said clause A instead of the rate of wages or hours therein prescribed, and for this purpose any such agreement as aforesaid between the associations of employers and the union of employees in any trade in the London district shall be considered as applying to all work done in that trade within the radius mentioned in the said clause A.

Alterations in
conditions of
labour.

(ii.) The contractor may give to the Council not less than three calendar months' notice in writing to determine the contract if the conditions of labour of employees employed under the contract are materially altered in any respect by agreement between any association of employers and union of employees or by the award of a Trade Board and if the contractor does not exercise his option to determine the contract and does not pay or observe the substituted rate of wages or hours of labour provided under the last preceding clause, then the Council shall be at liberty summarily to determine the contract and such determination shall be without prejudice to any powers and remedies reserved to

* This will be the clause provided for in paragraph (a) of standing order No. 290.

the Council by the contract in respect of any breach thereof prior to such determination.

[7-4-91. 16-5-93. 24 & 31-3-96. 11-5 & 14-12-97. 15-11-98. 21-12-09.
2 & 23-7-12. 19-11-12. 10-12-12. 9-12-13. 7-7-14. 3-11-14. 1-7-19
19-4-21

Works of construction, repair, etc.

- 291.—(a) In inviting tenders for works of construction, repair or maintenance of buildings or of engineering works whether civil, mechanical or electrical, or for printing, other than printing incidental to the supply of stationery, to be executed within a radius of twenty miles measured in a straight line from Charing-cross or on a site partly within and partly outside the radius, the advertisements and instructions for tender shall state that in the case of all employees to be employed by the contractor he will be required to pay wages at rates not less, and to observe hours of labour not greater, than the rates and hours set out in the Council's list, and that such rates of wages and hours of labour will be inserted in a schedule to and will form part of the contract, and payment of damages shall be enforced for any breach thereof, and if the contractor employ any employee or employees in any trade not included in the Council's list, the rates of pay shall not be less nor the hours of labour more than those recognised by associations of employers and trade unions and in practice obtained in London, or where no such rates and hours are so recognised, the rates and hours in practice obtained in London.

Works of construction, repairs, etc.—
Conditions as to wages, etc.

(b) As regards each contract the list shall be the latest list in force before the day immediately preceding the day on which the tender is received.

[14-12-97. 15-11-98. 21-2-09. 2-7-12. 10-12-12. 9-12-13. 29-6-15

- 292.—When the contractor in connection with any of the works mentioned in standing order No. 291 intends to employ labour beyond the site of such works and a radius of twenty miles from Charing-cross, he shall be required further to insert in the said schedule the rates of wages and hours of labour to be paid and observed in respect of the various classes of labour set out in the schedule which he intends to employ, together with the places where such labour will be employed, and no tender shall be accepted unless the tenderer shall have duly filled in the said schedule as aforesaid, and made the declaration prescribed by standing order No. 293, and such schedule will be added to and will form part of the contract, and payment of damages shall be enforced for any breach thereof.

Works outside
20 miles radius .

[14-12-97. 10-5-98. 21-2-11. 2-7-12

- 293.—In the case of contracts for works of construction, repair or maintenance of buildings or of engineering works whether civil, mechanical or electrical, or for printing, other than printing incidental to the supply of stationery, all instructions for tender and contracts shall respectively, unless otherwise ordered by the Council, contain statements and clauses as follows—

Tenders and contracts.

(i.) In the instructions for tender, statements as follows shall be included—

Instructions for tender.

Tenders must be on the annexed form, and be accom-

panied by the annexed form of contract and the schedules thereto.

Wages, etc.

The contract will bind the contractor subject as herein-after mentioned to pay to all employees (except a reasonable number of his legally bound apprentices) employed by him wages, and wages for overtime, at rates not less, and to observe and cause to be observed by such employees hours of labour not greater, than those provided for by the schedule to the form of contract.

As regards work to be done at the site mentioned in the specification or elsewhere within a radius of 20 miles measured in a straight line from Charing-cross, in the county of London, minimum rates of wages and wages for overtime, and maximum hours of labour, will be found set out in the list forming Part I. of the schedule. This part of such schedule however at the time when it is incorporated in the contract will comprise any alterations shown in the Council's latest list before the day immediately preceding the day on which the tender is received. A copy of such list of rates of wages and hours of labour can be seen at the County Hall, during the usual office hours on the day before the day when in the usual course of post the tender would be received by the Council and contractors will be deemed to have full notice of the contents of the said list (whether they inspect the same or not).

As regards work to be done outside the site and the radius aforesaid, the tenderer must before delivering his tender complete the list of rates of wages, wages for overtime and hours of labour forming Part II. of the said schedule, by specifying the place or places outside the site and the radius aforesaid at which any work is proposed to be done and by filling into the proper columns against each trade specified the rates of wages, wages for overtime and hours of labour proposed to be paid and observed by the tenderer, which must be those at the date of the tender recognised by associations of employers and trade unions and in practice obtaining in the district in which the work is to be done or where no such rates and hours are so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour are to be found.

Assigning or underletting.

The contract will also forbid the contractor to assign or underlet the contract or any part of it or sub-contract except with the consent of the Council and upon such conditions as it may think fit, but if the tenderer at the time of tendering states his desire to sub-let or sub-contract for any portions of the work not usually done by him, the Council will agree to such sub-letting or sub-contracting to or with an approved person, the principal contractor being responsible to the Council for the work being done under the same conditions as if done by himself.

On the foregoing heads, and generally, reference should be made to the form of contract.

(ii.) In the form of tender a form of declaration as follows shall be included—

Form of
tender.
Rates of
wages, etc.

And I (or we) hereby declare that I (or we) have, in Part II. of the schedule annexed to the accompanying form of contract, correctly set forth full particulars of the rates of wages and hours of labour proposed to be paid and observed by me (or us) in connection with so much of the work as would be carried out by me (or us) outside a radius of 20 miles measured in a straight line from Charing-cross, in the county of London, viz., at my (or our) works at , in the county of , and that such rates and hours are in strict accordance with the rates and hours at the date of this tender recognised by associations of employers and trade unions, and in practice obtaining in the district or where no such rates and hours are so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour are to be found.

(iii.) The form of contract shall contain clauses as follows—

Conditions of
contract.

(1.) The contractor shall at all times during the continuance of this contract abide by, perform, observe, fulfil and keep all and singular the stipulations following, that is to say—

(a) The contractor shall pay all employees (except a reasonable number of his legally bound apprentices) employed by him in and about the execution of this contract or any part thereof wages, and wages for overtime respectively, at rates not less than the rates prescribed in the schedule hereto, and for each and every breach by the contractor of this stipulation, and notwithstanding the condonation of any prior or other breach, the contractor shall on demand pay to the Council as liquidated damages, and not as a penalty, the sum of £5.

Rates of wages.

(b) The contractor shall observe and cause to be observed by all such employees hours of labour not greater than the hours of labour prescribed in the said schedule, and for each and every breach by the contractor of this stipulation, and notwithstanding the condonation of any prior or other breach, the contractor shall on demand pay to the Council as liquidated damages and not as a penalty for each day on which any such breach shall be committed, and for each employee in respect to whom it shall be committed, the sum of 5s. per hour for every hour during which, on each day, each such employee shall be employed by the contractor beyond the maximum number of hours prescribed in the said schedule, provided that this stipulation shall not be construed to prohibit overtime, if such overtime be in

Hours of labour.

Publication of
rates of wages,
etc.

accordance with the rules of the trade unions concerned.

(c) The contractor shall at all times during the continuance of this contract display and keep displayed upon the site of the works and in every factory, workshop or place occupied or used by the contractor in or about the execution of this contract in a position in which the same may be easily read by all employees employed by the contractor in or about the execution of this contract, a clearly printed or written copy of the said schedule hereto.

Production of
time and wages
books.

(d) The contractor shall at any time and from time to time during the continuance of this contract, whenever called upon so to do by the clerk for the time being of the Council, produce to such officer or officers of the Council as the clerk may direct the time and wages books and sheets of the contractor in order to show to the satisfaction of such officer or officers whether or not the stipulations contained in this clause have been or are being complied with.

Underpaid
employees.

(e) Should at any time or from time to time any employee or employees in the employment of the contractor be not paid the scheduled rate of wages, the Council may pay to any employee or employees who may have been underpaid the difference between the amount of wages which he or they may have been paid by the contractor and the amount which he or they would have been paid if the stipulation as to wages had been observed, and may deduct from any moneys due or to become due to the contractor under the contract the amount of the said difference so paid to such employee or employees.

Assigning or
underletting.

(2) The contractor shall not, without the written consent of the Council under the hand of its clerk which consent may be given subject to such conditions (if any) as the Council may think fit to impose, assign or underlet this contract or any part thereof, or make any sub-contract for the execution or performance of the said works or any part thereof, and for each and every breach by the contractor of this clause the contractor shall, notwithstanding the condonation of any prior or other breach, on demand pay to the Council as liquidated damages and not as a penalty the sum of £200.

Recovery, etc.,
of money due to
Council.

(3) Any sum or sums of money which on breach by the contractor of any one or more of the stipulations aforesaid in clauses (i.) and (ii.) may become payable by the contractor to the Council, or which the Council may be entitled to deduct, may either be recovered by the Council from the contractor by action or other legal proceedings, or may be deducted and retained by the Council out of any moneys due or to become due from the Council to the contractor under this or any other contract, or the Council may obtain payment thereof, partly in the one mode and partly in the other.

In case of any breach of any one or more of the stipulations aforesaid in clauses (i.), (ii.) and (iv.), it shall be lawful for the Council (and instead of claiming payment to it by the contractor of the liquidated damages, if any, payable by the contractor as aforesaid in respect of such breach), to determine this contract in the same manner and to the same extent as it has power to determine the same under clause * in the events therein mentioned, and if this contract shall be determined under this present power, then all the provisions of that clause shall apply as if this contract had been determined under that clause. Determination of contract.

(4) All work to be executed under this contract by the contractor outside the radius of 20 miles from Charing-cross in the county of London shall be carried out at Work outside 20 miles radius.
in the county of

, and at no other place except with the written consent of the first obtained. The particulars of the rates of wages and hours of labour to be paid and observed in connection with such work have been supplied to the Council by the contractor, and are set forth in Part II. of the schedule hereto, and are believed by the contractor to be correct. If at any time during the subsistence of this contract the Council shall give notice in writing to the contractor that it has been proved to the satisfaction of the Council that the said rates and hours are not in every respect in accordance with the rates and hours which were at the date of the contractor's tender recognised by associations of employers and trade unions and in practice obtained in the district or where no such rates and hours were so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour were to be found, then the actual rates and hours which shall be proved to the satisfaction of the Council to have been so recognised or obtained at the date of the said tender shall be considered as having been originally inserted in Part II. of the schedule in lieu of the rates and hours therein appearing, and the terms and provisions of this contract shall be construed and have force and effect accordingly.

(iv.) (1) The schedule of rates of wages and hours of labour shall be divided into two parts. Part I. shall be in respect of all work done at the site mentioned in the specification, or within a radius of 20 miles measured in a straight line from Charing-cross, in the county of London. Schedule of rates of wages, etc.

(2) Part I. shall contain a tabular statement in which shall be specified the trades which the contractor may require to employ in the execution of the contract; the rate of pay, the hours of labour and the rate of pay for overtime when worked at the request of the employer. Part I.—Work on site or within radius.

* This will be the general clause in the contract giving the Council power to determine and to put the work in the hands of other contractors at the cost of the original contractor.

(3) Part I. shall include a clause as follows—

Part I. of this schedule is believed to include all the trades which the contractor may require to employ in or about the execution of this contract at the site mentioned in the specification or within the radius aforesaid. If, however, he should employ at the site aforesaid, or within the radius aforesaid, any employee or employees in any trade not so included, the rate of wages and rate of wages for overtime to be paid to such employee or employees are not to be less, and his or their hours of labour are not to be more, than the rate of wages and the rate of wages for overtime and hours of labour respectively recognised by associations of employers and trade unions and in practice obtaining in London, or where no such rates and hours are so recognised the rates and hours which in practice obtain in London.

Part II.—Work
outside site and
radius.

(4) Part II. of the schedule shall be in respect of all work done outside the site aforesaid, and a radius of twenty miles measured in a straight line from Charing-cross and on a site to be specified, where all work not done on the site or within the radius first mentioned is intended to be done.

(5) Part II. shall contain a tabular statement similar to that to be contained in Part I., as regards trades, rates of pay, hours of labour and payment for overtime.

(6) Part II. shall include a clause as follows—

Part II. of this schedule is believed to include all the trades which the contractor may require to employ in or about the execution of this contract outside the site and radius aforesaid. If, however, he should employ outside the site and radius aforesaid any employee or employees in any trade not so included, the rate of wages and rate of wages for overtime to be paid to such employee or employees are not to be less, and his or their hours of labour are not to be more, than the rate of wages and rate of wages for overtime and hours of labour respectively recognised by associations of employers and trade unions and in practice obtaining in the district in which the work is done or where no such rates and hours are so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour are to be found. [14-12-97 10-5-98. 3-7-06. 7&21-12-09 21-2-11. 2 & 23-7-12 10-12-12. 29-7-13. 9-12-13. 29-6-15.

Extended
application of
orders.

294.—Any committee may direct that all or any of the provisions of standing order No. 290 or of standing orders Nos. 291 to 293 inclusive shall respectively apply as regards any contract other than those to which the standing orders in question specifically apply. [2-7-12

London labour.

Preference to
London
workmen.

295.—In every contract involving the employment of workmen in the county of London a clause shall be inserted to provide that when taking on workmen for the purpose of the contract, the contractor shall give preference to men *bona fide* resident or usually employed in the county; and that if wilful default is

made in giving such preference, the name of the contractor will be placed on the list of persons and firms from whom the Council will not accept tenders. The committee having supervision of the contract shall report any such default to the Council for its decision as to the name of the contractor being placed on the list referred to.

[14-12-09]

Sub-letting.

296.—There shall be inserted in every contract a clause prohibiting the contractor from entering into any sub-contract without the consent of the Council, and in granting such consent the Council shall require the contractor to enter into an agreement which will secure the observance of the following conditions, viz.—

Conditions of contract as to sub-contracting

That no sub-contract shall operate to relieve the contractor from any of his liabilities or obligations, and that the contractor shall be responsible for all the acts, defaults and neglects of the sub-contractor as fully as if they were the acts, defaults and neglects of the contractor, and that there shall be inserted in every sub-contract a covenant by the sub-contractor that he will pay all employees employed by him in or about the execution of such sub-contract rates of wages not less, and observe and cause to be observed by such employees hours of labour not more than the rates of wages and hours of labour following, that is to say, as regards all work done upon a site, any part of which is within a radius of twenty miles, measured in a straight line from Charing-cross, the rates of wages and hours of labour set out or provided for in the schedule appended to the original contract as applicable to work done within such radius and as regards all other work such rates of wages and hours of labour as are recognised by associations of employers and trade unions and in practice obtained in the several districts where the work is done or where no rates and hours are so recognised the rates and hours of the nearest town or district in which recognised rates of wages and hours of labour are to be found, and that such rates of wages and hours of labour be inserted in a schedule to the sub-contract but in no case shall such rates of wages be less or hours of labour greater than those set out or provided for in the wages and hours schedule of the contract between the Council and the contractor and that in case of any breach by the sub-contractor of the covenant as regards rates of wages and hours of labour to be inserted in any sub-contract the contractor shall for every such breach as regards the rates of wages on demand pay to the Council as liquidated damages, and not as a penalty, the sum of £5, and shall for every such breach as regards the hours of labour on demand pay to the Council as liquidated damages, and not as a penalty, for each day on which such breach shall be committed, and for each employee in respect to whom it shall have been committed, the sum of 5s. per hour for every hour during which such employee shall have been employed by the sub-contractor beyond the maximum number of

Wages and hours of labour.

Damages.

hours during which under the term of the said covenant he ought to have been employed.

Publication
of rates of
wages, etc.

And that the sub-contractor shall at all times during continuation of the sub-contract display and keep displayed on the site of the works and in every factory or workshop, or place occupied or used by the sub-contractor in or about the execution of the sub-contract, in a position in which the same may be easily read by all employees employed by the sub-contractor in or about the execution of the sub-contract, a clearly printed or written copy of the said schedule to the sub-contract and that the sub-contractor shall at any time, and from time to time during the continuance of the sub-contract, whenever called upon so to do by the clerk of the Council, produce to such officer or officers of the Council as the clerk may direct the time and wages books and sheets of the sub-contractor to show whether or not this stipulation has been and is being complied with.

Purchase of
materials, etc.

Provided that this standing order shall not be construed as prohibiting the contractor without the consent of the Council from purchasing or sub-contracting for the supply of any materials, articles or things required for the execution of the contract which are ordinarily to be purchased wholesale in the market or of wholesale merchants or manufacturers.

[14-12-97. 4-7-11. 2 & 23-7-12. 29-7-13. 9-12-13]

Alterations in wages, etc.

Alterations in
wages, etc.,
during continu-
ance of con-
tract.

297.—Except as provided in standing order No. 298, in all contracts for works of construction, repair or maintenance of buildings or of engineering works, whether civil, mechanical or electrical, or for printing other than printing incidental to the supply of stationery and in all other contracts (except those in which the contract period does not exceed one year) in which the provisions of standing order No. 293 are inserted, a provision shall be inserted in the schedule containing the rates of wages to be paid and the hours of labour to be observed by the contractor to the following effect—

The lists of wages and hours of labour in Part I. and Part II. of this schedule are severally to be binding on the contractor subject to the following proviso which is to be considered as included in each part of the schedule, that is to say—

Provided always that if at any time or times and so often as the same may happen during the continuance of this contract in any trade mentioned or referred to in this part of this schedule a different rate of wages or different hours of labour from the rate of wages or hours of labour respectively provided for in this part of this schedule shall after the date of the contractor's tender be agreed to between the associations of employers and the union of employees in such trade in the district in which the work is being or is to be done, then, from the date of any such agreement, and so long only and to such extent only as the same shall be in force, the rate of wages or hours so agreed

upon shall be considered as substituted in this part of this schedule for the rate of wages or hours provided for in this part of this schedule for the same class of labour, and clause A§ and (if the same apply) clause B† of this contract shall be construed and have force and effect in all respects as if the substituted rate of wages or hours had originally been provided for in this part of this schedule instead of the rate of wages or hours therein provided for, and for this purpose any such agreement as aforesaid between the associations of employers and the union of employees in any trade in the London district shall be considered as applying to all work done in that trade at the site mentioned in the specification or elsewhere within the radius mentioned in Part I. of this schedule. [14-12-97. 22-7-13. 9-12-13. 3-11-14. 15-2-21]

- 298.—In contracts (except such contracts for the supply of stores and manufactured articles as may be prescribed by the Highways Committee or the Stores and Contracts Committee as the case may be) which provide for variation in payment in respect of the cost of labour and materials, a condition shall be included (i) that any additional payments made to the contractor beyond those in respect of actual increases in the cost of labour and materials after the date of the tender shall be limited to actual out-of-pocket expenses reasonably incurred by the contractor in relation to such increases, and (ii) that in no circumstances shall any additional profit be allowed to the contractor by reason thereof. [18-2-21]

Variation in cost of labour and materials

CONTRACT CLAUSES, ETC.

Retention moneys.

- 299.—(a) In the case of contracts other than those referred to in (b), (c) and (e)—

Retention moneys.

(i.) Where the amount of the contract does not exceed £100,000, instead of requiring the contractors to furnish sureties for the due performance of their contracts, payments shall be made at the rate of 80 per cent. of the value of permanent work executed until the amount due in respect of the contract and remaining unpaid (hereinafter called the retention money) shall be equal to 10 per cent. of the amount of the contract price, after which the full value of the further work certified by the superintending officer shall be paid.

(ii.) Where the amount of the contract exceeds £100,000 special arrangements shall be made, and the terms of payment shall be approved by the Finance Committee before the contract is entered into by the Council.

- (b) In the case of contracts for engineering works other than those referred to in (c) and (e) payments shall be made, where the amount of the contract does not exceed £300,000, in the manner prescribed in (a) (i.), but the retention money shall be equal to the undermentioned percentages of the amount

Engineering works.

§ See standing order No. 293 (iii.) (1) (a) and (b).

† Standing order No. 296.

of the contract price after deducting any such provision money as is mentioned in (c) (iii.), viz.—

<i>Amount of contract.</i>	<i>Retention money.</i>
Not exceeding £30,000	.. 10 per cent., not exceeding £2,400
Exceeding £30,000, but not exceeding £50,000	8 per cent., not exceeding £3,500
Exceeding £50,000, but not exceeding £70,000	7 per cent., not exceeding £4,200
Exceeding £70,000, but not exceeding £100,000	6 per cent., not exceeding £5,000
Exceeding £100,000, but not exceeding £200,000	5 per cent., not exceeding £8,000
Exceeding £200,000, but not exceeding £300,000	4 per cent.

Where the amount of the contract exceeds £300,000 the provisions of (a) (ii.) shall apply.

(c) In the case of contracts for engineering and/or building work other than those referred to in clause (e), which provide for a variation in price in the case of labour and materials, payments shall be made at the rate of 90 per cent. of the value as certified by the superintending officer of the material necessary for the work delivered on the site and paid for, and of the permanent work executed, until the retention money shall be equal to the undermentioned percentages, subject to any payments made in respect of materials only being deducted subsequently from any payments which would otherwise become due in respect of the value of permanent work executed—

<i>Amount of contract.</i>	<i>Retention money.</i>
Not exceeding £50,000	.. 10 per cent.
Exceeding £50,000, but not exceeding £70,000	8 per cent. on permanent work and 10 per cent. on materials delivered and paid for.
Exceeding £70,000, but not exceeding £100,000	7 per cent. on permanent work and 10 per cent. on materials delivered and paid for.
Exceeding £100,000, but not exceeding £200,000	6 per cent. on permanent work and 10 per cent. on materials delivered and paid for.
Exceeding £200,000, but not exceeding £300,000	5 per cent. on permanent work and 10 per cent. on materials delivered and paid for.

Where the amount of the contract exceeds £300,000, the provisions of (a) (ii) shall apply.

(d) In the foregoing cases—

(i.) Certificates shall be given by the superintending officer not oftener than once a month.

(ii.) One-half of the retention money shall be paid on the completion of the work, and the balance at the expiration of the prescribed period of maintenance.

Certificates for
payment.

Time of
payment

(iii.) Where the contract price includes a sum or sums as provision money in respect of work to be carried out by public authorities or by companies undertaking public services in connection with sewers, drains, conveniences, pipes, tubes or wires affected by the work comprised in the contract, the said provision money shall, for the purpose of determining the amount of retention money, be excluded from the contract price.

Work executed by public authorities, etc.

(e) In the case of contracts for machinery or electric lighting installation payments shall be made as follows—

(i.) In contracts for machinery other than electrical machinery, penstocks and machinery which has to be erected under similar conditions—50 per cent. of the contract price (less the provision money for extras) on delivery of the machinery ; 25 per cent. after it has been erected ; 15 per cent. after the trial or testing of the machinery, and the balance after the expiration of the prescribed period of maintenance.

Machinery.

(ii.) In contracts for electric lighting installations—80 per cent. of the value of the work executed. Certificates for such payments on account shall be given by the superintending officer not more frequently than once a month ; the balance after the expiration of the prescribed period of maintenance.

Electric lighting installations.

(iii.) In contracts for penstocks and machinery which has to be erected under similar conditions—80 per cent. of the contract price when delivery of material is complete, 10 per cent. after erection, and the balance after the expiration of the prescribed period of maintenance ; or, as regards contracts exceeding in value £2,000, 30 per cent. of the contract price on delivery of half the material, a further 50 per cent. when delivery of material is complete, 10 per cent. when erection is complete, and the balance after the expiration of the prescribed period of maintenance.

Penstocks, etc.

(iv.) In contracts for the supply of electrical machinery, 80 per cent. of the contract value of the machinery from time to time delivered or work executed on the site ; 10 per cent. one month after the machinery is taken over and 10 per cent. after the expiration of the prescribed period of maintenance. Should minor defects arise which would not affect the commercial use of the machinery, only such part of the amount due on taking over shall be retained as represents the cost of making good such defects.

If the contractor is prevented (a) from delivering the machinery from causes for which the Council is responsible, or (b) from erecting the machinery already delivered owing to causes for which the contractor is not responsible, 80 per cent. of the contract value of the machinery within one month after the date of notification that it is ready for delivery or for erection ; and if the delay exceeds two months, 10 per cent. after the expiration of that period, and 10 per cent. at the expiration of 15 months after the date of the above mentioned notification, such payments

shall be reduced by an amount to be agreed upon to cover the cost of delivery, erection and maintenance.

Contracts
exceeding
£100,000.

(f) The Finance Committee shall be notified, by the committee concerned, of all proposed contracts estimated to exceed £100,000 ; and such notification shall be given either at or before the time when offers or tenders are invited for the work. [3-7-00. 10-6-02. 1-11-04. 4-4-05. 8-10-07. 19-7-10.

4-5-15. 22-1-18. 14-12-20. 1-2-21

Plant and materials.

Plant and
materials.

300.—There shall be inserted in the Council's contracts a clause to the effect that the plant, tools and materials provided by the contractor shall from the time at which they may respectively be brought upon the sites of the works or the lands of the Council and during the construction, and until the completion of the said works, become and continue the property of the Council, and the contractor shall not remove the same or any part thereof without the consent in writing of the superintending officer. [17-7-00. 21-12-09

Building arbitration clause.

Arbitration
clause to be
inserted in
building
contracts.

301.—The following clause shall be inserted in all building contracts—

Provided always that in case any dispute or difference shall arise between the Council or the architect on their behalf and the contractor, either during the progress of the works or after the determination, abandonment or breach of the contract as to the construction of the contract or as to any matter or thing arising thereunder (except matters or things as to which by any clause of this contract it is provided that they are not to be the subject of arbitration or that the decision, judgment, requisition, certificate or order of the architect is to be final) or as to the withholding by the architect of any certificate to which the contractor may claim to be entitled, then either party shall forthwith give to the other notice of such dispute or difference, and such dispute or difference shall be and is hereby referred to the arbitration and final decision of

or in the event of his death or unwillingness or inability to act, of or in the event of his death or unwillingness or inability to act, of a person to be appointed on the request of either party by the president for the time being of the Royal Institute of British Architects, and the award of such arbitrator shall be final and binding on the parties. Such reference shall not be opened until after the completion or alleged completion of the works unless with the written consent of the Council or architect and the contractor. The arbitrator shall have power to open up, review and revise any certificate, opinion, decision, requisition or notice, save in regard to the said matters or things expressly excepted above, and to determine all matters in dispute which shall be submitted to him, and of which notice shall have been given as aforesaid in the same manner as if no such certificate, opinion, decision, requisition, or notice had been given. Upon every or any such reference the costs of and incidental to the

reference and award respectively shall be in the discretion of the arbitrator, who may determine the amount thereof or direct the same to be taxed as between solicitor and client or as between party and party, and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1889.

[28-7-96. 30-11-97. 9-3-09. 7-7-14

Engineering contracts.

302.—The following clauses shall be inserted in forms of contract, viz.—

The contractor shall give all necessary and proper personal superintendence during the execution of the works, and shall constantly employ at least one good and competent foreman to manage and direct in the absence of the contractor, and such foreman shall, on behalf of the contractor, receive and have charge of all drawings, writings, papers, specifications, and documents which may be delivered to or for the use or guidance of the contractor, and such foreman shall also, on behalf of the contractor, receive, execute, and obey all such instructions and directions as may be given by either the engineer, or authorised persons, and shall not be changed without the consent of the engineer. The engineer shall have full power to require the contractor immediately to cease to employ in, about, or in connection with the execution by the contractor of this contract, any foreman, workman, or other servant engaged or employed in or about the execution of the works under this contract, or any part thereof, who shall in the opinion of the engineer misconduct himself, or who, in the engineer's opinion, is incompetent, and the contractor shall forthwith comply with such requirements.

Supervision
by contractor
and his staff.

Dismissal of
foremen, etc.

Lastly, if at any time before completion of the works any question, dispute or difference shall arise between the Council or the engineer on their behalf and the contractors as to the construction of this contract, or as to any matter or thing arising under or out of this contract, then such question, dispute or difference (unless it relate to matters and things which are under the terms of this contract left to the final decision, requisition, certificate or order of the engineer) shall be referred to the determination of the engineer, whose decision shall be abided by until the completion of the works, when such questions, differences and disputes may, as hereinafter provided for, be referred to the decision of the arbitrator.

Arbitration
clause.

If on completion of the works there shall remain any question, difference or dispute upon any of the matters or things referred to or specified in the first part of this clause, or as to payments to be made to the contractors, the same shall be referred to the award and decision of

Disputes.

or failing him, of some other person to be mutually agreed upon, or failing agreement, to some other engineer to be appointed by the president for the time

being of the Institution of Civil Engineers, whose decision shall be final and conclusive between the parties. The provisions of the Arbitration Act, 1889, shall apply to any arbitration under this clause. [4-7-99. 24-6-02. 7-7-14]

Contracts for stores, etc.

Stores, etc.,
contracts—
Arbitration
clause.

- 303.—The following clause shall be inserted in all contracts for stores, other than electrical and mechanical tramway parts and equipment, and in all general maintenance contracts arranged by the Stores and Contracts Committee in connection with all services of the Council—

If any dispute shall arise between the Council and the contractor as to the construction of the contracts or as to the rights, duties or liabilities of the contractor or the Council thereunder, or as to the due performance by the contractor of this contract, or as to any materials or workmanship, or any matter or thing arising out of this contract or in relation thereto, the same may in the first instance (if the contractor so desire) be considered by the Stores and Contracts Committee of the Council with a view of settling if possible any such dispute, and the said Committee will, in connection therewith, consider any statement in writing which may be made by the contractor in relation thereto. If any such dispute be not settled between the said Committee and the contractor the same shall thereupon be referred to the decision of the chief officer of stores or as regards articles required solely for the tramways department the general manager, tramways department, as sole arbitrator, whose decision shall be final and conclusive between the parties. Provided always that if as regards such dispute as aforesaid the Council and the contractor shall mutually agree in writing upon some person other than such chief officer as arbitrator, such dispute shall thereupon be deemed to be referred to the decision of such other person as sole arbitrator in lieu of the chief officer, and this clause shall be construed and have effect accordingly. Provided always that, as regards separate contracts for articles of a special character or design required solely for use in one department, the name of the head of the department concerned shall be substituted for that of the chief officer of stores as arbitrator. [21-3-11. 30-1-12. 7-7-14]

Contracts for
tramway parts,
etc.—
Arbitration
clause.

- 304.—The following clause shall be inserted in all contracts for the supply of electrical and mechanical tramway parts and equipment—

If any dispute shall arise between the Council and the contractor as to the construction of the contract, or as to the rights, duties or liabilities of the contractor or the Council thereunder, or as to the due performance by the contractor of this contract, or as to any materials or workmanship or any matter or thing arising out of this contract or in relation thereto, the same shall be referred to the award and final decision of the general manager, tramways department, or (at the option of the contractor) of some other

person to be mutually agreed upon, or, failing agreement, of some engineer to be appointed by the president for the time being of the Institution of Civil Engineers. The provisions of the Arbitration Act, 1889, shall apply to any arbitration under this clause.

[30-1-12

- 305.—In all contracts for horsing, driving and housing the Council's school ambulances and for supplying on hire, horsing, driving and housing omnibuses, clauses shall be inserted to provide that the contractor shall pay all persons employed by him in and about the execution of the contract or any part thereof wages and wages for overtime at rates not less than the rates of wages and rates of wages for overtime, and shall observe and cause to be observed by such persons hours of labour not greater than the hours of labour, at the date of the tender recognised by associations of employers and unions of employees and in practice obtaining in London, or where no such rates and hours are so recognised the rates and hours in practice obtaining in London, provided that in no case shall the contractor pay to any driver employed by him for the purposes of the contract for the work done for the Council, *i.e.*, the work of driving and cleaning the vehicle and attending to the horse or horses used in drawing such vehicle, less than 56s. a week in the case of single-horsed vehicles, or 60s. a week in the case of pair-horsed vehicles; such wages to be increased or decreased by 9d. for each shilling by which the rates of wages of carmen, other than those employed in the building trade, are increased or decreased above or below the current rate (66s. a week single horse drivers and 70s. a week pair horse drivers); that this scale shall not operate to reduce the rates of pay of the drivers of the ambulances and omnibuses below those prevailing at the outbreak of war; and also that the contractor shall observe such other conditions as regards payment for extra work, livery, etc., and during recesses and holidays, as may be provided for in regulations of the Council.

Ambulances
and
omnibuses.

Provided that, as regards such of the contracts above-mentioned in which the contract period exceeds one year, the words "for the time being" shall be deemed to be substituted for the words "at the date of the tender" in lines 9 and 10 of this standing order, and a further provision shall be inserted to the effect that the contractor may give to the Council not less than three calendar months' notice in writing to determine the contract if the conditions of labour of employees employed under the contract are materially altered in any respect by agreement between any associations of employers and unions of employees, and if the contractor does not exercise his option to determine the contract and does not pay or observe the rates of wages or hours of labour so altered as aforesaid, then the Council shall be at liberty summarily to determine the contract and such determination shall be without prejudice to any powers and remedies reserved to the Council by the contract in respect of any breach thereof prior to such determination.

Alterations in
wages, etc.

Architectural
jobbing works,
etc.

306.—In all periodical contracts for architectural jobbing works and contracts for pulling down, repairing or securing dangerous structures or neglected structures, a clause shall be inserted to provide that if, as regards any trade which the contractor may require to employ in or about the execution of the contract, a rate of wages higher than that set out or provided for in or by the wages schedule to the contract (without regard to the proviso inserted in accordance with standing order No. 297) shall at any time or times after the date of the contractor's tender be agreed to between the associations of employers and the unions of employees in such trade in the district in which the work is being done, the Council shall in the case of all work to be paid for as "measured work" under the contract allow to the contractor a sum or sums equivalent to the increase or increases respectively above the rates of wages set out or provided for in the wages schedule to the contract (without regard to the said proviso) which may have been expended by him in accordance with the proviso aforesaid, the decision of the architect as to the amount or amounts of any such allowance under the clause to be final.

[20-1-14. 10-2-14]

Alterations in
wages.

Contracts for
electrical plant
and machinery.

307.—The following clause shall be inserted in all contracts for the supply of electrical plant and machinery—

If at any time before completion of the work any question, dispute or difference shall arise between the Council or the chief officer on its behalf and the contractor as to the construction of this contract, or as to any matter or thing arising under or out of this contract, then such question, dispute or difference shall be referred to the determination of the chief officer of the Council concerned, whose decision shall be abided by until the completion of the work, when such question, dispute or difference may, as hereinafter provided for, be referred to the decision of the arbitrator.

If on the completion of the work there shall remain any question, dispute or difference upon any of the matters or things referred to or specified in the first part of this clause, or as to payments to be made to the contractor, the same shall be referred to the award and decision of some person to be mutually agreed upon, or failing agreement, to some engineer to be appointed by the president for the time being of the Institution of Civil Engineers, whose decision shall be final and conclusive between the parties. The provisions of the Arbitration Act, 1889, shall apply to any arbitration under this clause.

[24-3-14]

VI.—STANDING ORDERS RELATING TO STAFF.

APPOINTMENT, ETC., OF OFFICERS.*

- 308.—No person shall be allowed to be a candidate for any office or situation in the gift or appointment of the Council who is a member of the Council, or who has been so within twelve calendar months of the date of the vacancy. This shall not apply to either of the offices of chairman, vice-chairman or deputy-chairman. Members of Council not eligible for appointments
[21-3-89]
- 309.—Except in the case of lecturers or teachers of foreign languages and of persons who served in His Majesty's armed forces during the Great War, or in pursuance of a special resolution of the committee of the Council concerned, no persons other than natural-born British subjects shall be taken into the employment of the Council either in a permanent or temporary capacity. Disqualification of aliens.
[13-7-20]
- 310.—Applicants for employment under the Council shall not in any case or under any circumstances canvass members of the Council or of any committee or of any body of managers or of any managing or advisory committee or ask from them letters of introduction or recommendation. To canvass a member or to obtain from him a letter of introduction or recommendation to any officer of the Council shall be held to disqualify an applicant. Personal canvassing prohibited.
[11-11-02. 7-7-14]
- 311.—(a) When a committee, having to select candidates for places under the Council, invite applicants to attend, the committee when they deem it desirable may pay to such applicants railway fares as hereinafter provided, cab fares and reasonable hotel expenses necessarily incurred by the applicant. Where the appointment is to be made at a salary not less than £800 a year, the committee may allow first-class railway fares, and in other cases third-class railway fares, to such applicants to and from their respective places of abode. Railway fares of candidates
- (b) Candidates who attend before the Education Teaching Staff Sub-Committee in connection with the proposals of managers of non-provided schools for consent to the appointment of such candidates as head teachers may be allowed third-class railway fares to and from their respective places of abode, cab fares and reasonable hotel expenses necessarily incurred by the applicant.
- (c) A committee may allow third-class railway fares, cab fares and reasonable hotel expenses necessarily incurred by the applicant, to candidates for either permanent or temporary employment who are required to attend at the offices of the Council in support of their applications. All such payments shall be made on the certificate of the clerk of the Council.
- [5-7-04. 21-3-05. 7-12-09. 6-12-10. 2-3-15. 17-12-18. 30-3-20.]

* See also standing order No. 96.

Fixed staff.

312.—In every department of the Council's service the number of persons to be employed in a permanent capacity shall be fixed, and any necessary review thereof shall take place at such time in November or December as will enable due provision for the number of the fixed staff to be made in the annual maintenance votes ; and any increase in the numbers of the fixed staff shall be made only upon occasion arising through new work devolving on the Council or the expansion or readjustment of existing work, provided that the decision arrived at by a committee at such review, whether involving an increase or reduction or no change in the staff, shall be communicated to the Finance Committee who shall be entitled to report concurrently upon any recommendation which the executive committee propose to submit to the Council.

[7-7-14. 6-7-15]

Reports by
Establishment
Committee.

313.—Whenever a recommendation as to rates of pay or conditions of service of staff, as described in clause 1 (b) of the order of reference to the Establishment Committee, is submitted to the Council by any committee other than the Establishment Committee, that committee shall be afforded an opportunity of submitting a concurrent report. [7-7-14]

CLASSIFICATION.

Officers—
Classified

314.—(a) The classification of subordinate officers engaged on clerical and non-professional work, or on professional or technical work of a minor character, is as follows—

Second class.

Second class.—£100 a year, rising by £10 annually, to £150 a year, thence by £15 annually to £240 a year.

First class.

First class.—£250 a year, rising by £15 annually to £310 a year, thence by £20 annually to £350 a year.

Probation.

(b) Each officer appointed on the classified staff shall be on probation for a period of twelve months from the date of entering upon his duties, and at the end of that period the head of the department concerned shall report to the Establishment Committee not only as to the conduct of such officer, but also whether his abilities justify his continuance in the service.

Promotion.

(c) Promotion from the second to the first class shall be made on the recommendation of the Establishment Committee ; and such promotion shall take place upon the occurrence or creation of a vacancy in the fixed staff or upon occasion arising through new work devolving on the Council or the expansion or readjustment of existing work.

Special
advancement.

(d) In cases of exceptional merit the rate of advance within a class may be accelerated or extra salary may be granted to an officer by the Council on the recommendation of the Establishment Committee.

Vacancies.

(e) Any vacancy occurring during the year shall be filled at the time unless the Establishment Committee shall decide otherwise in any particular case.

[16-7-89. 9-3-09. 7-7-14. 22-6-20. 7-2-22]

Examination.

315.—Appointments in the second class shall be made (i.) by means of promotion as the result of competitive examinations limited to assistants already in the Council's service in the

general grade ; and (ii.) as the result of open competitive examinations.

Not less than 80 per cent. of the vacancies for assistants in the second class shall be filled by promotion from the general grade, and not more than 20 per cent. shall be reserved for direct entrants.

Candidates for promotion or appointment to the second class must be over 21 years and under 23 years of age (or under 24 years of age if in possession of a First-Class Honours degree or its equivalent). The commencing salary for all candidates promoted or appointed in the second class as a result of such competitive examinations shall be £120 a year. Limits of age.

The foregoing arrangements shall not apply to professional or technical staff for which special professional qualifications are required from entrants.

[6-10-91. 6-12-04. 9-3-09. 2-3-15; 22-11-21. 7-2-22]

316.—(a) Positions in any department of the Council's service of a higher grade than the first class or its equivalent are as follows— Unclassified staff.

(i.) Positions with special designations assigned by the Council ;

(ii.) Principal assistantships ;

(iii.) Senior assistantships.

In the absence of special circumstances vacancies for principal and senior assistants shall be filled by promotion either from the immediate lower grade or from the first class on the recommendation of the head of the department. The minimum salary attached to principal assistantships shall be £460, and unless otherwise ordered the maximum salary shall be £560 a year, and the minimum salary attached to senior assistantships shall be £360, and in normal circumstances the maximum salary shall be £450 a year ; provided that an officer selected to fill one of the higher positions shall be at once entitled to the minimum salary fixed.

(b) The salary attached to the position of senior assistant shall rise from the minimum by annual increments of £20 to £400 a year, thence by annual increments of £25, and the salary attached to the position of principal assistant shall rise from the minimum by annual increments of £25, provided that in special cases the increment may be fixed at a higher rate. The annual increment in every case shall be conditional on a certificate by the head of the department that the conduct, work and efficiency of the officer during the year has been in all respects satisfactory.

(c) Promotions to the higher positions shall be made by merit and not by seniority.

(d) Promotions to the higher positions shall take place—

(i.) On the occurrence or creation of a vacancy in the fixed staff,

(ii.) Upon occasion arising through new work devolving upon the Council, or

(iii.) Upon the expansion or adjustment of existing work ; and any vacancy shall be filled as it occurs unless the committee concerned shall decide otherwise in any particular case.

[17-2-03. 19-2-07. 25-2-13. 7-7-14. 7-2-22]

Payment of salaries.

317.—Officers' salaries are to be paid up to the last day of March, June, September, and December, with monthly advances.

[4-6-89]

Law clerks.
Classification.

Law clerks.

318.—(a) The classification of law clerks in the solicitor's department shall be as follows—(i.) Men, Class II., 36s. a week, rising by annual increments of 4s. a week to 80s. a week; and Class I., 80s. a week, rising by annual increments of 5s. a week to 90s. a week. (ii.) Women, Class II., 30s. a week rising by annual increments of 3s. 6d. a week to 58s. a week, and thence by annual increments of 3s. a week to 67s. a week. Class I., 67s. a week, rising by annual increments of 4s. a week to 75s. a week.

Examination.

(b) Appointments to the position of law clerk shall be made as the result of a competitive examination, for which there shall be allowed to sit candidates selected from general grade assistants and non-classified assistants on the permanent staff under the direction of the Establishment Committee, and, if necessary, from applicants obtained in response to public advertisement.

Limits of age.

(c) Candidates selected from the general grade and the non-classified assistants to compete in the examination for law clerks must be over 21 years of age, and candidates invited by public advertisement must be over 21 years of age and under 25 years of age. Each law clerk appointed from candidates not in the permanent service of the Council shall be on probation for a period of 12 months from the date of taking up his or her duties, and at the end of that period the solicitor shall report to the Establishment Committee not only as to the conduct of such officer, but also whether the abilities of such officer justify his or her continuance in the service.

Probation.

Promotion.

(d) Promotion from class II. to class I. shall be made by the Establishment Committee; and such promotion shall take place upon the occurrence of a vacancy in the existing staff, or upon occasion arising through new work devolving on the Council or the expansion or readjustment of existing work.

Overtime.

(e) Law clerks in class II. when required to work overtime shall be paid for such overtime at their respective rates of pay, provided that overtime of less than half-an-hour on any day shall not be taken into account in computing the number of hours to be paid for each month; such overtime shall be reported on periodically to the Establishment Committee by the clerk of the Council.

[10-2-14. 7-7-14. 2-3-15. 7-2-22. 21-2-22]

General grade.

Appointment.

319.—(a) Appointments in the general grade shall be made as the result of open competitive examination for which both sexes shall be eligible. Candidates must be over 17 years and under 19 years of age.

Rates of pay.

(b) The rates of pay of assistants in the general grade shall be as follows:—

Male assistants.—20s. a week, rising by 4s. a week annually to 64s. a week; thence after having received 64s. a week for five years, by 4s. a week annually to a maximum of 80s. a week.

Female assistants.—17s. a week, rising by 3s. 6d. a week annually to 38s. a week; thence by 3s. a week annually to 53s. a week; thence, after having received 53s. a week for five years, by 3s. 6d. a week annually to a maximum of 67s. a week.

(c) Each officer appointed in the general grade shall be on Probation. probation for a period of twelve months from the date of entering upon his or her duties, and at the end of that period the head of the department concerned shall report to the Establishment Committee not only as to the conduct of such officer, but also whether the abilities of such officer justify his or her continuance in the service.

(d) Assistants in the general grade shall be allowed three Holidays. weeks' holiday in the summer, and in addition Christmas Day, Boxing Day, Good Friday, Easter Monday, Whit Monday, and the first Monday in August (provided that, if the last-mentioned day falls within the period taken by an official for his or her summer holiday, no extra day in place of it shall be allowed), also two additional days at Christmas, two at Easter, and two at Whitsuntide. Provided that if Christmas Day falls on Sunday, an extra day shall be allowed in lieu of Christmas Day.

[19-2-07. 28-1-08. 9-3-09. 20-7-09.

2-11-09. 22-2-10. 3-5-10. 29-7-13. 2-3-15. 7-2-22.

Women typists.

320.—(a) The classification of women typists shall be as follows:—

Copying typists.—22s. a week, rising by annual increments of 2s. a week to 36s. a week, with a minimum of 28s. a week at the age of 21 years or over. Women typists.

Shorthand typists.—28s. a week, rising by annual increments of 2s. 6d. a week to 46s. a week.

Superintendents (supervisors).—£150 a year, rising by annual increments of £7 10s. to £180 a year.

(b) Candidates for employment as typists must be over Entrance examination. 18 years and under 30 years of age, and shall, unless they have passed one of certain prescribed public examinations, be required to undergo a preliminary examination with a view to testing their general education. Candidates fulfilling the foregoing conditions shall be subjected to a competitive examination.

(c) Holidays and sick leave shall be granted in accordance with the regulations applying to officials on the permanent staff. Holidays and sick leave.

(d) Women typists are required to resign their appointments on marriage. To resign on marriage.

(e) The clerk of the Council is authorised, when necessity arises, to employ additional typists, reporting to the Establishment Committee every three months the expenditure so incurred, and what additions he proposes should be made to the permanent staff of women typists. Employment of additional typists.

(f) The clerk of the Council is authorised to make an allowance by way of extra duty pay up to 5s. a week to each typist during the time she is entrusted with a superior class of work. Duty pay.

[7-3-99. 28-3-99. 27-6-99. 11-7-99. 22-11-04. 13-12-04.

21-2-05. 9-3-09. 15-2-10. 7-7-14. 2-3-15. 22-11-21. 7-2-22.

Clerks of works.

Clerks of works
—Rate of pay.

321.—(a) The rate of pay of clerks of works is to be as follows—
Fourth class, £3 3s. a week ; third class, £3 13s. 6d. a week ;
second class, £4 4s. a week ; first class, £4 14s. 6d. a week.

Terms of
employment.

(b) Employment as regards the various classes is to be determined upon by the committees concerned upon the reports of the officers, who when making their reports shall have regard to the nature of the work, the time in the morning at which the clerks of works shall be required to be on the work, and what expenses are allowed for travelling or living accommodation afforded ; it being understood that clerks of works are only to be employed at the highest rate of pay when the circumstances are of a special and exceptional nature.

[7-7-96. 22-2-10]

Messengers.

Carriage of
letters.

322.—The messengers on duty are not to be required to take letters and messages for members to places outside the office precincts, except to the telegraph station or post office at Charing-cross.

[21-6-92. 7-7-14]

COMPLAINTS, DISCHARGE, DISMISSAL OR SUSPENSION.

Appeals by
staff.

323.—(i.) A special committee on staff (appeals) appointed each year for the purpose, and consisting of five members (in addition to *ex-officio* members), of whom three shall form a quorum, shall consider all complaints by officers and employees, other than teachers and such members of the staff of residential institutions as may be provided by regulation with a right of appeal similar to that secured by this standing order, with regard to their treatment by the heads of their respective departments, whether the matter complained of is the subject of report to a committee or not, and shall determine, or recommend the Council to determine, any appeal as the case may require. Provided that only those members by whom the whole of an appeal has been heard shall be entitled to vote thereon.

Report to be
initialled by
officer or
employee
affected.

(ii.) The head of the department shall inform an officer or employee of the terms of any report which he proposes to submit to a committee of the Council which concerns such officer or employee, and in any case in which such report contains any statement or recommendation which the officer or employee considers adversely affects him, the head of the department shall show to him and require him to initial the report in token of having seen it. If the officer or employee is of opinion that the head of the department has dealt with him in the report in a manner of which he has cause to complain, he shall be entitled to endorse the report with the words "I appeal," in which event he shall be supplied with a copy of the report, and the report, or so much of it as affects him, shall be submitted to the Staff (Appeals) Committee, and not to the Committee under whose direction the officer or employee is serving, and he shall have the right of appearing before the Staff (Appeals) Committee when the matter is under consideration.

(iii.) In the event of a committee proposing to take action with regard to an officer or employee more unfavourable than is recommended by the head of the department, the decision shall be suspended until the person concerned shall have had an opportunity of appearing before the committee, and the proposed decision and the additional charge, etc. (if any), on which it is based shall at once be supplied to him.

(iv.) Any officer or employee who appears before a committee in pursuance of clauses (ii.) or (iii.) above may be accompanied by a friend who shall be entitled to address the committee. No such officer or employee shall be summoned to appear before a committee under less than seven days' notice. The procedure with regard to hearing by the special committee of cases referred to them for decision shall be fixed by rules made by the Committee in consultation with the association or associations representing the staff concerned.

(v.) It shall not be competent for a head of a department to add, either orally or in writing, to his report with regard to an officer or employee after such report shall have been shown to the person concerned, unless such person is present at the committee when such addition is made. In order that such person shall not be prevented by surprise from having an opportunity of rebutting any additional observations so added to his disadvantage, an adjournment shall, if he so desires, be allowed for such period as the committee may deem reasonable.

(vi.) Any appeal, other than under clause (ii.), to the Staff (Appeals) Committee shall be sent by the officer or employee in original to the clerk of the Council, and in copy to the head of his department.

[13-12-21.]

324.—(i.) All committees and such sub-committees as in this respect act under delegated authority shall have power to dismiss or discharge officers or employees under their direction, provided that any such officer or employee shall be entitled to require and shall be given an opportunity of requiring that the directions of the Council be taken in the matter. Discharge, dismissal, etc.

(ii.) It shall be competent for a head of a department to suspend any officer or employee in his department if such course is in his opinion necessary for the purpose of discipline, provided that his report on the matter shall be submitted to the appropriate committee at their next meeting.

(iii.) In the interpretation of this standing order (i.) the word "dismiss" shall mean expulsion from the service without notice or pay in lieu of notice; and (ii.) the word "discharge" shall mean termination of service with due notice or its equivalent.

[13-12-21.]

325.—Any body or association representing the staff or any section of the staff shall have the right, at the request of any members of such staff or section thereof, to appear before and be heard by the appropriate committee of the Council on any general question affecting the persons they represent. Associations representing staff.

[13-12-21.]

Personal
appeals to
members
prohibited.

- 326.—Officers and employees are prohibited from making personal appeals, written or oral, direct or indirect, to individual members of the Council, and any such personal appeal will be held to be a breach of discipline. An officer or employee desirous of bringing under the notice of the Council a matter concerning himself or his position must do so through the head of his department. [13-12-21.]

Individual
records.

- 327.—Any individual records kept in relation to any officer shall be shown in their entirety to the officer concerned, and shall be initialled by him as a token of this having been done. [13-12-21.]

Interpretation
of "officer" and
"employee."

- 328.—The word "officer" or "employee," as used in the foregoing standing orders Nos. 323, 324, 326 and 327, means a member of the permanent staff of the Council. [13-12-21]

ATTENDANCE AT UNOFFICIAL MEETINGS.

Unofficial
meetings.

- 329.—No officer of the Council is to attend any meeting of councillors other than the authorised committees of the Council. [21-1-96]

PROHIBITION OF ACCEPTANCE OF CERTAIN POSITIONS.

Officers, etc.,
not to accept
certain
positions.

- 330.—No officer, teacher, inspector or other person employed by the Council shall be permitted to accept the position of manager or member of a committee of any school or institute aided or maintained by the Council, or provided by it under the Education Act, 1902, within or without the county. [10-10-05. 6-3-06]

HOLIDAYS.

Summer
holidays—
Permanent
staff.

- 331.—(a) *Summer leave*—Except where otherwise provided officials on the permanent staff are to be allowed four weeks' holiday. Temporary assistants who have served continuously for two years shall be allowed three weeks' holiday and other temporary assistants two weeks' holiday, provided that they have been employed continuously for six months, and that their employment is, in the opinion of the clerk of the Council, likely to extend to twelve months.

Temporary
assistants.

The summer leave shall be taken wherever practicable during the period in which the Council is in recess, but, where the exigencies of the service do not permit of the summer leave being taken within this period, leave may be allowed at some other suitable time.

Other holidays.

(b) *Other holidays*—Officials on the permanent staff are to be allowed Christmas Day, Boxing Day, Good Friday, Easter Monday, Whit Monday, and the first Monday in August (provided that, if the last-mentioned day falls within the period taken by an official for his summer holiday, no extra day in place of it is to be allowed), also two additional days at Christmas, two at Easter, and two at Whitsuntide. Provided that if Christmas Day falls on Sunday, an extra day shall be allowed in lieu of Christmas Day. If the heads of their respective departments can spare them, but not otherwise, temporary assistants are to have similar holidays.

(c) All holiday lists are to be submitted to and signed by the clerk of the Council.

[12-11-95, 21-1-96, 19-7-98, 20-2-06, 22-1-07, 2-11-09,

- 332.**—The concurrence of the General Purposes Committee shall be required in all recommendations dealing with the holidays of all persons employed by the Council other than holidays granted in pursuance of trade agreements or awards.

Concurrence of General Purposes Committee.

[22-6-20.

INVENTIONS BY OFFICIALS.

- 333.**—(a) Any official of the Council who may be desirous of taking out a patent for an invention shall, after obtaining provisional protection, obtain permission from the General Purposes Committee before taking any further steps.

Permission to be sought.

(b) Permission to patent shall not be granted as a matter of course, but each application shall be dealt with according to the circumstances of the case. Where the invention is or may be applicable to the use of the Council's service, permission will, if granted, be subject to such conditions as to its use by the Council as may be imposed.

Conditions for granting permission to patent.

(c) In the settlement of these conditions regard will be had to any facilities in originating, working out, and perfecting the invention which the inventor may have enjoyed by reason of his official position.

(d) It is not desirable that patents should be taken out by officers of the Council whose duty it is to devise improvements or to examine and report upon the suggestions or inventions of others.

Not desirable for certain officers to take out patents.

[26-11-01. 7-7-14

BOOKS, ETC., BY OFFICIALS.

- 334.**—No person employed by the Council in any capacity or for any length of time whatever shall publish, or authorise the publication of, any book written by him either wholly or in collaboration with any other person or persons, in the title page, preface, or any other part of which appears any indication that the writer is an officer of or otherwise connected with the Council, unless a statement appears in a prominent position in such book to the effect that the Council accepts no responsibility for the author's or authors' opinions or conclusions. No such person shall, without permission from the Council, make to a newspaper, solely or jointly with any other person or persons, any communication in which there is any indication that he is an officer of or otherwise connected with the Council.

Books by officials.

Communications to newspapers.

[13-7-09, 19-11-12, 24-6-13, 18-11-13

RELATIONSHIP.

- 335.**—The relationship of landlord and tenant shall not either directly or indirectly be created or allowed to exist between any employees of the Council who are in any way responsible for each other's appointment, pay, promotion or dismissal.

Landlord and tenant.

[15-10-01

- 336.**—When any family relation exists between the head of any department of the Council's service and any officer or employee appointed in or allocated to that department, or any candidate

Head of department and officer in department.

for appointment to or employment in that department, or where any officer or employee becomes after appointment connected by marriage with the head of his department, such relation shall be notified by the head of the department to the clerk of the Council, who shall keep a record thereof and report the fact to the committee concerned, when any question affecting the appointment, promotion or increase of the salary of such officer or employee, or the appointment or employment of such candidate is under consideration by the committee.

[1-7-13]

MEDICAL ATTENDANCE AND CERTIFICATES.

- District medical officers. **337.**—The administrative county of London is to be divided into 25 districts and a medical officer appointed for each district.

[8-5-94. 9-12-02. 18-4-05]

MEDICAL EXAMINATION.

- Medical examination. **338.**—All persons entering the service of the Council are to be medically examined before they are appointed.

[8-5-94. 12-6-94. 19-2-07. 13-12-10]

OFFICE HOURS, ETC.

- Office hours. **339.**—The office hours at the central offices are from 9.30 a.m. to 5 p.m.[from Monday to Thursday inclusive, from 9.30 a.m. to 5.30 p.m. on Friday, and from 9.30 a.m. to 12.30 p.m. on Saturday.

[16-7-89. 5-7-89. 30-1-12. 28-6-21.]

- Attendance of officers. **340.**—(a) When the necessities of the work require it, the head of a department may require the attendance of any of the members of his staff beyond the usual office hours.

(b) Except where otherwise provided by regulation every officer is to be allowed to be absent half-an-hour for refreshment in the middle of each day except Saturday. The head of each department is to regulate the time at which the leave may be taken.

(c) Attendance books for each department are to be kept in the entrance hall, and the officers, with the exception of the heads of departments and such chief officers as the committee having direction of the service concerned may exempt, are to enter therein the exact time of their arrival and departure as shown by the hall clock.

(d) Five minutes precisely after the hour fixed for commencement of work the attendance books are to be removed by the hall porter and delivered to the heads of the departments to which they belong. A late attendance book is then to be substituted, in which each officer (with the above-mentioned exceptions) arriving after the removal of the attendance books is to enter the hour of arrival with the reason of delay.

(e) No officer is to be absent from the office during office hours (save as to the period allowed by standing order or regulation for refreshment) without the consent of the head of a department. A book is to be kept in each department in which temporary absences are to be recorded.

[16-7-89. 21-1-96. 5-7-04. 9-3-09. 30-1-12]

SUNDAY LABOUR.

- 341.—The various committees which have the control and supervision of any portion of the staff of the Council, as regards employees attached to the asylums, schools, parks, fire brigade, main drainage stations, and other places where continuous service is absolutely necessary, are to arrange the duties and hours of service so as to afford a reasonable relief from Sunday labour. Relief from Sunday labour.

[21-10-90]

OVERTIME.

- 342.—Except as otherwise provided by standing order or regulation or under agreed trade conditions, no person in the employment of the Council shall be allowed payment for overtime except in very special circumstances and after a report to the committee concerned by the clerk of the Council recommending such payment, which shall be at the rate of pay of the person concerned. Payment for overtime.

[31-7-94. 21-1-96. 26-7-04. 2-11-09. 7-7-14]

PENSIONS.

- 343.—When the question of the grant of a retiring allowance to an officer or employee is under consideration the fact of the receipt by such officer or employee of a pension in respect of previous service under some other authority and the amount of such pension shall be disclosed. Pensions from other authorities.

[30-4-95. 7-7-14]

INCREMENTS OF SALARY, ETC.

- 344.—(a) Any increment of salary or wage becoming due to an official or employee under any scale of pay shall be in every case conditional on a certificate by the head of the department that the conduct, work and general efficiency of the official or employee during the year has been in all respects satisfactory; if such certificate be not given, the head of the department shall report the fact to the committee concerned at the period when the certificate would normally have been given, stating the reasons for the withholding of the certificate, and it shall not be open to the head of a department to give it until the expiration of one year. As regards staff employed at the mental hospitals in the asylums and mental deficiency department the certificates shall be given by the medical superintendent. Certificate of satisfactory conduct.

(b) This order shall not apply to the uniformed staff of the London Fire Brigade or to such temporary staff employed by the general manager of tramways and the chief officer of stores as are on rising scales of pay.

[20-7-09. 22-2-10. 30-1-12. 18-6-12. 7-7-14. 30-11-20. 8-2-21]

RETIREMENT.

- 345.—(a) Every officer and servant of the Council is to retire at the age of 65 years, unless the Council shall pass a special resolution to the effect that his retirement will cause inconvenience to the public service, in which case he may continue for a period not exceeding a year, and so on at the termination of each successive year of his age. Teachers may be allowed to retain their appointments until the end of the summer or Christmas or Easter holidays next following the date upon which they reach the age of 65 years. Retirement at 65 years of age.

Case of watchmen, etc., on weekly wages.

(b) Provided that this order shall not apply in the case of employees on a weekly wage who may be engaged as attendants or watchmen or on similar duties which, in the opinion of the respective committees concerned, may be efficiently performed after the age of 65 years. Any such employees shall, however, only be retained after the age of 65 if the Council, on the recommendation of the committee concerned, and in each case as it arises and in each succeeding year, so decides.

Report at the age of 65 years.

(c) Heads of departments are to report to the proper committee whenever any official in their department attains the age of 65 years.

Employees at hourly rates.

(d) Provided that this order shall not apply to employees engaged by chief officers under authority delegated to them and not appointed by resolution of a committee.

Women cleaners, etc.

(e) Provided also that women cleaners, cooks, mid-day attendants, bathing-women, female helpers and women similarly employed in schools and educational institutions provided by the Council may be retained by the Education Committee beyond the age of 65 years from year to year, subject to the Committee being satisfied that they are capable of performing efficiently the duties assigned to them.

[11-3-90. 19-5-03. 17-10-05. 21-11-05 19-2-07. 22-2-10. 24-3-14.

7-7-14. 4-5-15. 26-11-18

Resignation of women on marriage.

346.—All women appointed hereafter to the service of the Council, except teachers and others especially exempted by the Council from the operation of this standing order, shall be required to resign their appointments on marriage. Provided that this standing order shall not apply to married women whose husbands are totally or permanently incapacitated from supporting them, and that any such woman employed by the Council shall be required to produce annually to the head of her department satisfactory evidence as to the continued incapacity of her husband. [11-12-06. 22-3-21.

SICKNESS OR ACCIDENT.

Absence to be reported and certificates submitted.

347.—(a) Whenever an employee is absent owing to sickness or injury, the head of the department is forthwith to report the circumstances to the proper committee, and submit with his report a medical certificate.

(b) Except as otherwise provided by regulation—

Half pay.

(i.) When the sickness is not attributable to intemperance or misconduct, half pay is to be allowed by the head of the department until the next meeting of the committee, and such half pay may be continued at the discretion of the committee. The question whether sickness is attributable to misconduct is to be determined by the General Purposes Committee.

Disablement during execution of duty and other special cases.

(ii) When men are disabled by accident met with in the execution of their duty, or when the committee are satisfied that the sickness is attributable to the nature of the work, or in other special cases, the committee may if they think fit, allow an addition to the half pay, provided that the total payment shall not exceed the rate of full pay.

(c) The above conditions with reference to sick pay are not to apply to the members of the Fire Brigade. Not to apply to Fire Brigade.

(d) Members of the staff at the central offices, and all officials in the receipt of yearly salaries, when absent on sick leave are to be allowed full pay during a reasonable period, at the discretion of the proper committee; temporary assistants who have been continuously in the employment of the Council for six months may be allowed, at the discretion of the head of the department, full pay when absent on account of illness, provided that such sick leave does not extend over one week, after which time full pay will only be allowed with the consent of the committee concerned. Staff at central offices.

(e) Whenever a member of the staff at the central offices is prevented by illness from attending the office, he must, on the first day of his absence, inform the head of his department of the fact either by telegram or letter, at the same time stating if possible the cause of his illness. If his illness continues for three days, he must at once send a medical certificate stating what he is suffering from. Notification on first day of absence.
Certificate on third day.

(f) After the date of the first certificate, further certificates must be forwarded at intervals of seven days unless special leave shall in the meantime have been granted. A further certificate must, however, be sent at the expiration of the special leave should the official still be unable to resume his duties. Further certificates.

[28-7-90. 25-11-90. 19-11-95. 12-2-01. 25-7-05.
17-10-05. 9-3-09. 11-10-10. 21-12-20. 7-2-22]

TESTIMONIALS.

348.—No official testimonials shall be granted to officers or servants of the Council or to former officers or servants of the Council except by the clerk of the Council or other heads of departments. This order shall not apply to teachers, instructors and lecturers engaged in the Council's educational institutions in respect of whom testimonials may be given by the head or principal of the school or institution in which they serve, or to present or former subordinate employees of the Asylums and Mental Deficiency department at the mental hospitals and institutions for mental defectives, in respect of whom certificates of character may be given by the sub-committee of the institution and countersigned by the superintendent. Official testimonials.

[22-4-02. 31-10-11. 14-6-21.]

WAGES.

349.—Committees in payment of wages are to disregard any fraction less than a halfpenny, to pay a fraction amounting to a halfpenny, and to regard and pay as a penny any fraction greater than a halfpenny. Fractions.

[14-5-01]

WORKS.

350.—The following notice is to be posted at all places where work is being done by the Council— Membership of trade unions.

“No man employed in the Council's service shall be in any way prejudiced by reason of his belonging or not

belonging to any trade or other organisation. No official or foreman shall make any inquiry directly or indirectly, under any pretence whatever, whether any workman belongs or does not belong to any trade organisation, and should he incidentally become aware of the fact he shall make no difference by reason thereof. Any interference whether by officials, foremen, or others on the Council's works with the freedom of any of the workmen in this particular will involve instant dismissal." [28-4-96. 9-3-09]

HEADS OF DEPARTMENTS.

- Advice and assistance of heads of departments. **351.**—The advice and assistance of the heads of departments of the Council are to be at the service of all committees which need such advice and assistance to enable them to fulfil a duty entrusted to them by the Council; but no subsidiary duty placed upon a head of a department shall be allowed to interfere with the discharge of the duties for which he is primarily appointed. [17-2-91. 19-2-07. 7-12-09. 7-7-14]
- Attendance at Council meetings. **352.**—Heads of departments, other than the clerk of the Council, need not attend the Council meetings unless requested to do so by the chairman of a committee who may think their attendance necessary. [3-12-89. 12-7-10]
- Service statistics. **353.**—The preparation of service statistics and inquiry work shall be carried out by the head of the department chiefly concerned in their results. [24-6-13]
- Management and discipline of department. **354.**—The head of each department shall be responsible to the Council for the management and discipline of his department, shall report to the Establishment Committee any cases of misconduct or neglect of duty, and shall present a monthly report of the number and state of his staff, cases of ill-health, unpunctuality, and on such other matters as the Establishment Committee may direct. [1-3-04]
- Staff. **355.**—The head of each department shall report to the Establishment or other committee concerned upon all questions relating to the appointment, pay, duties, promotion, superannuation, conduct and dismissal of the members of the staff of his department. [1-3-04. 11-7-05. 26-1-15]
- Annual revision of salaries. **356.**—Heads of departments are in the month of December in each year to report to the Establishment or other committee concerned any recommendations for the grant of extra salary or duty pay to or accelerated rate of advance within a class of officials in their respective departments. The clerk of the Council shall submit these reports to the committee, together with a report on the general effect of the recommendations. [1-3-04. 7-7-14]

THE CLERK OF THE COUNCIL.

- Conditions of appointment. **357.**—The clerk of the Council shall devote the whole of his time to the duties of his office, and shall not be directly or indirectly concerned in any other business than that of the Council; and any fees received by him, either as a witness or in any other capacity, shall be paid to the Council. [1-3-04]

358.—The clerk of the Council shall exercise all functions imposed by statute upon the clerk of the Council, and as such shall be the chief administrative official of the Council. He shall be responsible for the proper conduct of the Council's business, and see that it is carried on with order and regularity and in accordance with what is prescribed by the Acts of Parliament, the standing orders of the Council, and the orders of reference to the various committees. He shall hold his office during the pleasure of the Council, and shall not on retirement be entitled to any pension under the Superannuation Act, 1866. He shall be subject to the Council's regulations in respect of the superannuation and provident fund.

[1-3-04

Duties of office.

359.—The clerk of the Council shall be clerk of all committees of the Council (except the Education Committee, the Asylums and Mental Deficiency Committee and statutory committees empowered to appoint their own clerks). It shall not, however, be obligatory upon him to attend committee meetings except as hereinafter provided, unless called upon by a committee to advise them upon any subject of importance. He shall be the principal adviser of the chairman of the Council and the chairmen of committees, and give them all necessary information and assistance concerning the conduct and course of business. He shall have access to the Education Committee and to all sub-committees of that committee, and shall attend regularly, either personally or by deputy, the Education Committee for the purpose of—

To be clerk of all committees.

To advise chairman.

Attendance at Education Committee.

(i.) Acquainting himself with matters and proceedings necessary for the efficient performance of his duties to the Council.

(ii.) Advising the chairman of the committee and the chairmen of sub-committees as to standing orders and procedure, or as to any matters affecting the general conduct of the business of the committee in their relation to the Council.

[1-3-04. 9-3-09. 3-3-14

360.—The clerk of the Council shall have charge of and be responsible for the library and all the records and documents of the Council. The special education library for the use of teachers and others shall be in the charge of the education officer.

Charge of library records, etc.

[14-5-01. 9-3-09. 2-11-09

361.—The clerk of the Council shall conduct the correspondence of the Council except such portions of it as the Council shall specially entrust to the chief officer of any other department.

Correspondence.

[14-5-01. 9-3-09

362.—The clerk of the Council shall—

(i.) Have under continuous observation the condition and activities of the Council's staff, with a view to its effective and economical employment, and make all inquiries that he may deem necessary to that end. Provided that the comptroller shall be associated with the clerk of the Council in reports and inquiries under this standing order affecting the cost of administration or having a financial

Clerk of the Council—Duties affecting staff.

bearing, except such as solely concern the department of the comptroller.

(ii.) Carry out inquiries and investigations into any matters connected with departmental administration or methods of working.

(iii.) Make recommendations to heads of departments in respect of minor matters of administration.

(iv.) Report to the committee concerned on all questions of appointment, promotion, superannuation, dismissal or disciplinary change recommended by heads of departments, provided that he shall not be required, in the ordinary course, to report upon the appointment, etc., of teachers, instructors and examiners in the Council's schools and institutions.

(v.) See that all standing orders and regulations of the Council relating to the staff are efficiently carried out.

(vi.) Bring to the notice of committees the claims of any officer entitled to consideration, when a new appointment has been determined upon, before it is decided to advertise for outside candidates.

(vii.) Advise the committees in cases in which it would be to the advantage of the service that transfers should be made from one department to another. [26-1-15. 19-10-15]

Clerk of the
Council—
Financial
Correspondence

363.—(a) The originals of all letters on financial subjects presented to any committee requiring initial or final action by them shall be kept by the clerk of the Council as committee documents; provided that the undermentioned communications shall remain in the custody of the comptroller, after being stamped as having been presented to the committee—
(i.) loan applications and all forms connected therewith, and
(ii.) original letters required for production to the district auditor.

(b) The clerk of the Council shall forward forthwith to the comptroller the originals of any such letters which may be received by him in order that he may deal with them by report to the committee to whom any such letters are presented, or otherwise. [26-1-15]

Correspondence
connected with
education.

364.—The clerk of the Council shall, on subjects connected with the service of education, conduct the correspondence of the Council—

(i.) With outside bodies such as Government departments or State, municipal, or other local authorities except where the correspondence is with the Board of Education or with other authorities on matters within the order of reference to the Education Committee.

(ii.) Where such correspondence relates to important decisions or opinions of the Council, *e.g.*, expressions of opinions in support of or in opposition to proposed legislation, criticisms of the administrative or other effect of Acts of Parliament or Government regulations. [9-3-09]

Reports of
Education
Committee.

365.—The clerk of the Council shall be responsible for seeing that the reports of the Education Committee supplied to him for inclusion in the agenda paper of the Council are submitted

clearly, fully, and in the form approved by the Council, and that they contain all matters which, under the standing orders and the order of reference to the Education Committee, should be reported for the consideration of the Council. He shall transmit to the education officer the decisions of the Council on all matters affecting the service of education.

[9-3-09. 7-7-14

366.—The duties of the clerk of the Council in relation to the Asylums and Mental Deficiency Committee shall be as follows—

Asylums and
Menta.
Deficiency.

b. 8

Duties of clerk
of the Council.

(i.) He shall be the principal adviser of the chairman of the Committee and the chairmen of their sub-committees.

(ii.) He shall attend regularly, either personally or by deputy, the Committee, and shall have access to all sub-committees for the purpose of—

(1) Acquainting himself with matters and proceedings necessary for the efficient performance of his duties to the Council ;

(2) Advising the chairman of the Committee and the chairmen of sub-committees as to standing orders and procedure, or as to any measures affecting the general conduct of the business of the Committee in their relation to the Council.

(iii.) He shall conduct the correspondence of the Council—

(1) With outside bodies such as Government departments or State, municipal, or other local authorities except where the correspondence is on matters within the order of reference to the Committee.

(2) Where such correspondence relates to important decisions or opinions of the Council, *e.g.*, expressions of opinion in support of or in opposition to proposed legislation, criticisms of the administrative or other effect of Acts of Parliament or Government regulations.

(iv.) He shall be responsible for seeing that the reports of the Committee supplied to him for inclusion in the agenda paper of the Council are submitted clearly, fully, and in the form approved by the Council, and that they contain all matters which should be reported for the consideration of the Council. He shall transmit to the asylums officer the decisions of the Council on all matters affecting the lunacy and mental deficiency services.

(v.) He shall perform the duties placed upon him under any standing order so far as such duties are not inconsistent with this standing order or standing order No. 404.

[19-12-16. 3-4-17

367.—The clerk of the Council is to be the returning officer for the election of county councillors of the London County Council, pursuant to the Local Government Act, 1888. [1-10-89

To be returning
officer.

368.—All communications addressed to the Council shall be sent by the clerk of the Council to the committee to whom the communication relates.

Communica-
tions.

[2-4-89. 9-3-09

Signing of advertisements, etc.

- 369.**—The clerk of the Council shall sign, on behalf of the Council, all public advertisements and all certificates, letters to teachers on retirement, and the like. [9-3-09]

Supply of information and documents to the press.

- 370.**—(a) The clerk of the Council shall, on application being made to him by any registered newspaper published in London or by the accredited representative of any newspaper having a seat in the reporters' gallery, supply to such newspaper or representative the weekly Council agenda paper.

(b) The clerk of the Council is charged with the duty of imparting to the press information with reference to the work of the Council.

(c) Documents submitted to or connected with the work of a committee of the Council are supplied to members of the committee for their information only, and members of the Council and members of committees of the Council are therefore expected to refrain from communicating to the press or to others the contents of such documents.

(d) A committee may by specific order direct that any document issued in connection with their work may be made public. [20-10-91. 23-1-94. 17-10-05. 17-3-08]

To send Council agenda paper to borough councils.

- 371.**—The clerk of the Council shall on the day before the meeting of the Council send copies of the Council agenda paper to the City Corporation and metropolitan borough councils. [20-10-91. 17-10-05]

Return of members attendances and divisions.

- 372.**—The clerk of the Council is to prepare and circulate annually a return showing the attendances of members of the Council at meetings of the Council and committees (including sub-committees whose proceedings are recorded), and the total number of divisions at the Council during the same period, and also the number of divisions in which each member took part. [28-6-92]

To sign acceptances of certain tenders.

- 373.**—The clerk of the Council is directed and empowered from time to time, when duly ordered, to sign on behalf of the Council acceptances of tenders for stores. [2-4-95. 7-7-14]

Record of appointments.

- 374.**—The clerk of the Council shall keep a record of all appointments to official positions made by the Council, and the changes occurring from time to time, except that the education officer shall keep the record of all appointments on the staff exclusively employed at educational institutions. [1-3-04. 9-3-09]

Allotment of rooms, etc.

- 375.**—The clerk of the Council shall advise the Establishment Committee on questions relating to the allotment of rooms among the different departments of the staff, and on other questions of internal arrangement of the office. [1-3-04]

Annual Report of Council.

- 376.**—The Annual Report of the London County Council shall be prepared for each calendar year under the general supervision of the clerk of the Council; and the "Report of the London County Council" shall be prepared by the clerk of the Council. [25-2-02. 1-8-11. 7-7-14]

- 377.—The work of dealing with statistics, collating statistical tables and other statistical information prepared in the various departments of the Council's service ; preparing the annual volume of London statistics, and endeavouring to secure the publication of all municipal statistics upon scientific lines, shall be carried out by the clerk of the Council, who shall also collect information required by the Council or by committees of the Council upon matters of general interest, advise as to the alteration or adjustment of the boundaries of electoral and other local government areas, and report upon local government questions generally. [24-6-13] Statistics, local government questions, etc.
- 378.—The clerk of the Council shall carry out the arrangements for any public ceremony except those conducted by the Education Committee and the Asylums and Mental Deficiency Committee. [9-3-09. 3-3-14] Public ceremonies.
- 379.—The clerk of the Council shall investigate from the administrative point of view and report upon applications for registration or exemption from registration of charities under the War Charities Act, 1916, and section 3 of the Blind Persons Act, 1920, and other matters relating thereto and shall keep the registers and lists under the Acts. [17-10-16 7-2-22] Registration of charities.
- 380.—The codification and publishing of the Council's standing orders and regulations with respect to any branch of its service shall be carried out by the clerk of the Council. [9-3-09.] Publication of standing orders, etc.

ARCHITECT.

- 381.—In the case of works carried out under the direction of the architect, for which bills of quantities have been prepared, the extras and omissions are to be measured by the measuring surveyors in his department, and are to be valued by him in accordance with the priced and signed bills of quantities. [13-2-00] Measuring up extras and omissions.
- 382.—The architect is authorised to sign notices on behalf of the Council for the removal of sky-signs. [24-11-91] Sky-signs.
- 383.—Whenever an application is made under the London Building Act for the sanction of the Council to the formation of a new street, the architect shall, at the same time as he reports to the Building Acts Committee upon the application, send a note of what is proposed to the Improvements Committee for their information. [25-6-95] New streets.
- 384.—The architect of the Council shall be responsible for the management and supervision of museums belonging to the Council. [26-1-15] Museums.

CHIEF ENGINEER.

- 385.—The appointment of chief engineer is subject to the following conditions—that he do hold his office during the pleasure of the Council ; that he be required to give his whole time to the duties of his office, and be not allowed to take any private practice ; and that the appointment be in other respects subject to the conditions which have been already laid down by the Council with regard to all appointments made in its service. [14-5-89] Conditions of appointment.

County
surveyor.

- 386.**—The chief engineer for the time being is appointed county surveyor for the administrative county of London, to perform on behalf of the Council all such duties as may appertain to the office.

[19-6-94]

Closing of
bridges.

- 387.**—The chief engineer is authorised to close any bridge, the property of the Council, whenever it is deemed expedient for the safety of the public that it should be closed, and the clerk of the Council is authorised to insert in the newspapers notice of such closing, and to take such other steps as may be necessary, and the officers are to report the same to the committee having the maintenance of the bridge at the meeting following the closing thereof.

[14-5-89. 19-2-07]

Revision of list
of rates of
wages.

- 388.**—The chief engineer shall conduct all inquiries from firms of contractors and others in connection with the revision of Part I. of the list of the rates of wages and hours of labour.

[29-7-13]

COMPTROLLER OF THE COUNCIL.

Duties of
comptroller.

- 389.**—The duties of the comptroller of the Council shall include the following, and such other duties as the Council may from time to time assign to him—

(i.) He shall act as financial adviser to the Council and its committees, and shall in particular—

(1) Advise on the regulation and control of expenditure and on all matters affecting the Council's finances.

(2) Be associated with the clerk of the Council in reports and inquiries under standing order No. 362 affecting the cost of administration or having a financial bearing, except such as solely concern the department of the comptroller.

(3) Advise upon all financial questions coming before committees in connection with proceedings in Parliament or otherwise, giving evidence thereon when necessary.

(4) Assist in negotiations with Government departments upon all matters where financial considerations are involved.

(5) Conduct the financial correspondence of the Council, except that the clerk of the Council is to sign such communications or returns as are required by statute to be made by the clerk of the Council.

(6) Advise upon the investment and raising of money.

(7) Advise upon all applications for the sanctioning and advance of loans to local bodies and others.

(8) Investigate and report on all questions of local taxation in their financial aspects, including the relations between local and imperial taxation and the incidence of taxation of local authorities and others in London.

(9) Report on all questions affecting the Council's financial relations with local authorities and advise upon and carry into effect any financial adjustments with them.

(10) Report on the finances and rates of local authorities and others in London.

(11) Prepare all financial statistics and returns.

(12) Advise upon all superannuation and pension matters and the working of funds in connection therewith.

(13) Certify to executive committees whether proposed expenditure has been provided for in the annual estimates.

(ii.) He shall undertake all accountancy and internal audit work of the Council including—

(1) Keeping of the Council's accounts and supervision of any subsidiary accounts.

(2) Supervision of the working of the system of store accounts; arrangement for and checking of stocktakings, and examination of inventories.

(3) Examination and checking of all accounts and submission of the same to the appropriate committees before payment, and other cognate duties under rules of the Finance Committee.

(4) Advising on the allocation of establishment charges.

(5) Taking of all necessary steps in matters relating to the investment and raising of money, redemption or discharge of debt, and work in connection with the assessment of income tax under schedule "D."

(iii.) He shall assist in the preparation of the annual estimates; assess the county rate, and report the proportion thereof payable by each local authority and the contributions due from out-county districts in respect of main drainage; prepare the necessary precepts and the return of charges under the Equalisation of Rates Act, 1894.

(iv.) He shall be responsible for the preparation of all orders for payment and for forwarding them, when signed and countersigned, to the county treasurer: he shall sign as the deputy approved for the purpose, all cheques, transfer notes, and lists of warrants, and act generally as the Paymaster of the Council.

(v.) He shall ascertain the contributions payable in respect of employees insured under the National Insurance Acts, stamp insurance cards, and make the necessary deductions from pay; make adjustments in connection with sick pay allowed to such employees; and investigate and report on questions arising in connection with the application of the Act to the Council as employer.

(vi.) He shall collect all moneys due to the Council and pay them over to the county treasurer, except where otherwise provided in any standing order, and supervise the collection of the rents of working-class dwellings. He shall keep a regular and systematic watch upon various sources of income with a view to ensuring that all moneys due to the Council are promptly received.

(vii.) He shall obtain and renew guarantee and insurance policies in respect of officers entrusted with money on behalf of the Council, and make all claims arising thereunder.

(viii.) He shall undertake the undermentioned special duties—

(1) All work devolving on the Council, in so far as it may be performed by officers, under the Finance Act, 1908, and the Order in Council thereunder and the Finance Act, 1920, in connection with the collection of local taxation licences, except the conduct of legal proceedings.

(2) All work relating to the registration of motor cars and the licensing of drivers under or arising out of the Motor Car Acts, including the custody of the register kept under those Acts.

(3) Effect all insurances of the Council's property and manage the insurance fund of the Council and ascertain the business done by companies and persons taking fire insurance risks, and report the amounts due by them to the Council.

(4) Investigate and report upon claims for trade compensation in connection with all claims for compensation, and give evidence, if necessary, before a jury or arbitrator.

(5) Investigate allegations from trade unions and others as to underpayment of wages and cognate complaints or matters in connection with the Council's contracts, provided that complaints against contractors and tenderers for the supply of stores shall be dealt with in the manner prescribed in standing order No. 398 (vii.).

(6) Supervise the opening and management of penny savings banks in elementary schools, and audit the accounts of such banks.

(7) Report upon applications from the financial point of view and report upon applications for registration or exemption from registration of charities under the War Charities Act, 1916, and section 3 of the Blind Persons Act, 1920, and other matters relating thereto.

[13-7-15. 19-10-15. 17-10-16 9-11-20. 7-2-22

Appointed
accountable
officer.

390.—The comptroller is appointed as the "accountable officer," pursuant to the Customs and Inland Revenue Act of 1887, to make the returns required under the Act. [19-11-89

EDUCATION OFFICIALS.

Educational
adviser.

391.—(a) The educational adviser is solely an advisory and intelligence officer for the purpose of acquiring information on educational subjects and giving advice to the Education Committee and the sub-committees and sections thereof, and shall have no executive or administrative duties. He shall, without direct instructions, report to the sub-committees of the Education Committee on matters which, in his opinion, require consideration. He may draw material for his reports from any department of the Council's service, and may give direct instructions to the chief inspector, and may receive direct from the chief inspector any information furnished or suggestions made by the inspectors on educational matters upon which the educational adviser may desire to report.

(b) The duties of the education officer are to be—

Education
officer.
Duties.

(i.) To conduct the business of the Education Committee, their sub-committees and sections, managing committees, local committees, advisory sub-committees and bodies of managers, and of all bodies appointed to consider and report upon educational matters, except that the clerk of the Council shall continue to advise the chairman of the Committee and chairmen of sub-committees as to standing orders and procedure, or as to any matters affecting the

general conduct of the business of the Education Committee in their relation to the Council.

(ii.) To report on all educational matters, including all questions of school provision.

(iii.) To see that all decisions of the Council relating to educational matters are duly carried into effect.

(iv.) To be responsible for the enforcement of school attendance.

(v.) To exercise a general supervision over all the schools, colleges and educational institutions maintained by the Council, and to report on schools, colleges and educational institutions aided by the Council.

(vi.) To be responsible for the work of the chief inspector, the inspectors and other officers engaged in educational work in his department, provided that the chief inspector shall have access to the sub-committees of the Education Committee and the sections of sub-committees, and provided also that the educational adviser may, for the purpose of obtaining any information required for the performance of his duties as educational adviser, give direct instructions to the chief inspector and may receive direct from the chief inspector any information furnished or suggestions made by the inspectors on educational matters upon which the educational adviser may desire to report.

(vii.) To conduct the educational correspondence of the Council except where otherwise prescribed by standing order, and provided that the clerk of the Council shall sign such communications or returns as are required by statute to be made by the clerk of the Council.

(viii.) To supply to the clerk of the Council notice of meetings and copies of agenda papers of all meetings of the Education Committee, of sub-committees thereof, and of sections of sub-committees.

(ix.) To supply to the educational adviser any information which that officer may require in connection with the preparation of reports to the Education Committee and their sub-committees.

(x.) To keep the record of all appointments on the staff exclusively employed at educational institutions.

(xi.) To have charge of and be responsible for the special education library for reference and circulation.

[26-4-04. 9-3-09. 2-11-09]

392.—The duty of, and the responsibility for, securing the safety of children at school entertainments shall devolve upon the education officer, provided that the chief officer of the fire brigade shall deal with, and be responsible for, the arrangements for securing such safety at any entertainment with respect to which the education officer may consult him, and may, if he considers it necessary, have an inspection made during such entertainment. Entertainments;
Safety of
children.

[21-10-13 .

CHIEF OFFICER OF THE FIRE BRIGADE.

393.—The appointment of chief officer of the fire brigade is subject to the conditions that he do hold his office during the Conditions of
appointment.

pleasure of the Council ; that he be required to give his whole time to the duties of his office, and be not allowed to take any private business ; that any fees received by him either as a witness or in any other capacity be paid to the Council ; that no fixed allowance be made to him for travelling expenses, but that he be repaid any such expenses as he may actually incur ; and that during the summer vacation leave of absence not exceeding one month be allowed to him. For the purpose of calculating pension the value of the chief officer's allowances is to be taken to be £200 a year. [3-11-91. 22-12-91. 2-2-02

Value of
allowances.

MEDICAL OFFICER OF HEALTH.

Conditions of
appointment.

394.—(a) The medical officer of health is not to hold any other appointment, engage in private practice, or occupy any other paid position ; and any fees received by him, either as a witness, or in any other capacity, are to be paid to the Council, and the appointment is to be subject to such conditions as apply to all officers appointed by the Council.

Duties.

(b) His duties are to be as follows—

(i.) To inquire into any matter affecting the public health of any district as to which any report is sent to the Council in pursuance of section 19 of the Local Government Act, 1888, and to report thereon. To inquire into and report as to the desirability of making by-laws for the prevention and suppression of nuisances not already punishable in a summary manner.

(ii.) To inquire into and report (when so directed) as to whether the powers of any local authority in the metropolis entrusted with the execution of laws relating to the public health are carried into execution, so as to secure the proper sanitary condition of all premises within the district of such local authority.

(iii.) To perform the duties and be subject to the liabilities which, by the Artizans' and Labourers' Dwellings Improvement Act, 1875,* a medical officer is required to perform and be subject to.

(iv.) To perform such duties relating to public health in the county of London, as the Council or any committee appointed by the Council may from time to time direct.

(v.) To attend the meetings of the Public Health and the Housing Committees, and to advise any other committees of the Council when required to do so.

(vi.) To advise as to the sanitary condition of all buildings belonging to the Council.

(vii.) To advise the Asylums and Mental Deficiency Committee as to the action to be taken in regard to persons notified to the Committee or otherwise to be dealt with under the Mental Deficiency Act, 1913, and to supervise generally the arrangements to be made for dealing medically with such persons under the Act.

(viii.) To conduct the examination of samples of food-stuffs for the several services of the Council.

* This Act has been superseded by the Housing of the Working Classes Act, 1890.

(ix.) To be responsible for the conduct of the administrative work arising under Part I. of the Children Act, 1908. [26-3-89. 3-3-14. 29-6-15. 20-3-17]

- 395.—Medical superintendents of the county of London asylums are to be empowered to avail themselves of the services of the medical officer of health in the event of an occurrence of fever or other infectious disease at the asylums. [10-12-89] Services to be rendered to asylum medical superintendents.

SOLICITOR.

- 396.—The solicitor is to take, in every case, any requisite legal proceedings or other steps for enforcing and giving effect to certain provisions, under Part IX. of the London Building Act, 1894, relating to dangerous structures. [5-5-03. 11 7-05] Dangerous structures.

- 397.—The solicitor shall, immediately on the receipt from the Registrar of a Consistory Court, from a district surveyor, or from any other reliable source, of an intimation of a proposal to build on any disused burial ground, take (where necessary) proper action in order to secure the Council being in a position to prevent the contravention of the provisions of the Disused Burial Grounds Act. The solicitor shall, upon any such action being taken, inform the Parks and Open Spaces Committee thereof at the next meeting of the committee, and the committee shall have power to take further necessary action, reporting thereon to the next meeting of the Council, but shall not stay any such action without first obtaining the sanction of the Council. [25-11-02. 11-7-05. 8-3-21.] Disused burial grounds.

CHIEF OFFICER OF STORES.

- 398.—The principal duties of the chief officer of stores shall be— Duties.

(i.) To be responsible for the proper management of all the stores under the control of the Stores and Contracts Committee, and for the management and discipline of the staff employed in such stores.

(ii.) To be responsible for the purchase, custody and issue of all stores required for use in the various departments of the Council's service, except as otherwise provided.

(iii.) To ascertain from heads of departments the kind, quality and quantity of stores required for their respective departments, and to arrange for the supply thereof.

(iv.) To examine all requisitions for the supply of stores and for printing, and to advise in cases in which economy can be effected.

(v.) To keep the sealed standard samples or patterns and to be responsible for the quality of all stores received into stock except in the cases of articles of a special character, in which the head of the department concerned shall advise as to the quality of the stores received.

(vi.) To advise as to the methods in which stores shall be obtained, the preparation of forms of tender, and the obtaining and accepting of tenders or quotations.

(vii.) To investigate complaints against contractors and tenderers for the supply of stores, particularly with regard to the conditions relating to rates of wages and hours of labour; provided that any necessary examination of con-

tractors' or tenderers' wages books and records shall be conducted by the comptroller.

(viii.) To advise as to the establishment or continuance of subsidiary store depots, the method of supplying them with stores and dealing therewith.

(ix.) To be responsible for the conduct of the printing work of the Council, and to advise as to making arrangements for advertising and bill-posting, except as regards advertisements in connection with the Council's tramways, provided that the clerk of the Council shall, if occasion arises, arrange for the printing of agenda papers of the Council and its committees.

[19-10-09. 26-11-12. 20-10-14. 26-7-21. 7-2-22]

Supervision of
printing.

399.—The chief officer of stores shall exercise a close supervision over all orders for printing required for the Council's service and shall take such steps as may be necessary to secure efficiency and economy in such printing. [9-3-09. 20-10-14]

VALUER.

Conditions of
appointment.

400.—The valuer is required to give his whole time to the duties of his office, and is not allowed to take any private practice; and the appointment is to be subject to such conditions as apply to all officers appointed by the Council. [9-7-89]

Duties.

401.—(a) The principal duties of the valuer are to be as follows—
(i.) To prepare plans and estimates of cost of improvement schemes, and support such schemes before parliamentary committees.

(ii.) To assist in the preparation of parliamentary plans, when required.

(iii.) To survey and prepare plans in detail of land and buildings to be purchased.

(iv.) To value for compensation, and conduct negotiation for purchase, and give evidence.

(v.) To advise on the value of local improvements on applications for loans or contributions.

(vi.) To value rents for reserve and prices for surplus property.

(vii.) To keep a register of the Council's property.

(viii.) To manage the property taken for improvements, but not to collect the rents.

(ix.) To superintend the execution, by the contractors for general works, of repairs and general works incidental to such property.

(x.) To deal with the Council's lands and buildings, valuing, plotting, letting, sales by auction, or otherwise.

(xi.) To report periodically to the Improvements Committee, the Local Government, Records and Museums Committee, and to any other committee as required.

(xii.) To prepare reports as to future growth and movements of population.

(b) The duties of the valuer in connection with housing of the working classes include the undermentioned—

(i.) To advise the Council as to the most suitable class

As to com-
mittees.

of buildings to be erected, and generally on the whole question of dealing with the housing of the working classes.

(ii.) To be responsible for the charge and control of all estates and buildings laid out and erected by the Council for the housing of the working classes, including all lettings, small repairs and the collection of rents, subject to the supervision of the comptroller of the Council.

(iii.) To advise as to the rents ruling in the neighbourhood of any particular scheme, and as to the amount which should be set apart annually for necessary repairs, and generally to prepare the estimates as to the financial effect after obtaining all necessary information from the various departments.

(iv.) To search for and advise as to sites suitable for the erection of working-class dwellings.

(v.) To prepare reports and statistics as to the distribution of the persons employed in factories and workshops in the various trades.

(vi.) To conduct investigations as to complaints with regard to the lack of cheap means of locomotion on railways and tramways, and to prepare statistics and evidence for inquiries under the Cheap Trains Act.

(vii.) To prepare reports as to the provisions in regard to workmen's trains in new railways.

(viii.) To prepare the return showing the amount of new working-class accommodation provided annually.

(ix.) To prepare the working-class statements required by the standing orders of Parliament to be deposited in connection with Bills.

(x.) To collect statistics of the number and occupations of, and the rents paid by, persons to be displaced by the demolition of dwellings inhabited by persons of the working-class.

(xi.) To prepare—(a) statistics showing the amount of vacant working-class accommodation in the neighbourhood of displacements proposed by the Council ; (b) statements in regard thereto for transmission to the Ministry of Health ; and (c) evidence for Ministry of Health inquiries.

(c) The foregoing form a general outline of the duties of the values, but it is understood that the full duties comprise such as are required by any of the committees associated with his department, and approved by the Council.

[18-2-00. 12-3-04. 15-7-19. 15-11-21

402.—The work of dealing with all questions relating to local assessment and rating in their effect upon property and other interests, including the rating and assessment of the Council's property, examination of the valuation lists prepared under the Valuation (Metropolis) Act, and the preparation of the list of the annual rateable value of property and the valuation of Government property shall be carried out by the valuer.

Questions relating to local assessment and rating, etc.

[24-6-13. 15-7-19

Acceptance of
offers sub-
sequent to
auctions.

- 403.**—The valuer is authorised, in the case of all future auctions of the Council's property, to accept any offers, not less than the reserve price, which may be made subsequently to the auction and before the next following meeting of the Improvements Committee, and any such acceptance is to be reported to that committee. [10-5-92. 19-7-04]

ASYLUMS OFFICER.

Asylums and
Mental
Deficiency.
Duties of clerk
of Committee.

- 404.**—The duties of the asylums officer shall be as follows—
(i.) To prepare the agenda papers, reports and minutes and generally to conduct the correspondence and other administrative business of the Asylums and Mental Deficiency Committee and their Sub-Committees and sections of Sub-Committees in all matters except as provided in standing order No. 366.
(ii.) To supply to the clerk of the Council notice of all meetings and copies of all agenda papers of all meetings of the Committee, of Sub-Committees thereof and of sections of Sub-Committees.
(iii.) To keep the record of all appointments on the staff exclusively employed at institutions or homes provided by the Council.
(iv.) To exercise any necessary co-ordinating administrative control in connection with the several institutions under the management of the Committee. [19-12-16. 3-4-17]

PARLIAMENTARY OFFICER.

Parliamentary
Officer—
Duties.

- 405.**—The parliamentary officer shall—
(i.) Prepare any parliamentary bills which the Council may decide to promote and take all necessary steps for complying with the standing orders of Parliament and any statute in relation thereto.
(ii.) Prepare and conduct the Council's case in relation to the promotion of or opposition to bills in Parliament and in relation to provisional orders and light railway orders.
(iii.) Make all arrangements for evidence to be given on behalf of the Council before Royal Commissions and parliamentary and departmental committees.
(iv.) Advise the Council and its committees from time to time as to the introduction and progress in Parliament of bills which may affect London or the Council's work.
(v.) Be authorised to obtain from other heads of departments of the Council's service any information and assistance necessary to enable him to perform the foregoing duties (i.) to (iv.). [26-1-15]

COUNTY TREASURER.

County
treasurer.

- 406.**—Pursuant to section 75 (16e) of the Local Government Act, 1888, section 18 of the Municipal Corporations Act, 1882, respecting the treasurer shall apply to the County Council of the Administrative County of London, and shall supersede the existing enactments with respect to the county treasurer. [19-3-89. 7-5-89]

VII.—CONSTRUCTION, RESCISSION, ETC., OF STANDING ORDERS.

- 407.—(a) In construing standing orders and orders of reference to committees the provisions of the standing orders shall prevail and any powers given or delegated by such orders of reference shall, unless expressly exempted, be subject to any condition, limitation or extension imposed or authorised generally or specifically by standing order. Construction of standing orders, etc.
- (b) Wherever used in orders of reference to standing committees the words “consideration of” shall limit the extent of any power under standing order No. 118 (i.) to the discussion, conduct of communications, or formulation of recommendations to the Council upon any question, matter or thing in relation to which the words are used; and (ii.) to the incurring of liability or expenditure (within the votes) not exceeding £100 (in the case of the Education Committee and the Asylums and Mental Deficiency Committee, £500) in connection therewith.
- (c) Unless otherwise specifically provided, the word “month” when used in resolutions of the Council, standing orders and regulations of the Council shall be deemed to be a calendar month. [2-3-15. 9-12-19. 26-4-21]
- 408.—Whenever heads of departments of the Council differ as to the interpretation of any standing order affecting their respective powers and duties an appeal to the chairman of the Council shall lie, and his decision shall be final. Interpretation of standing orders.
- [9-3-09. 7-7-14]
- 409.—Whenever under any standing order, regulation, or order of reference to a committee it is provided that any matter or thing shall be prescribed such matter or thing shall be prescribed by the committee concerned by way of rules or otherwise as may seem to such committee to be most convenient. Framing of rules, etc.
- [7-7-14]
- 410.—The term “matters of principle,” as used in the standing orders of the Council shall mean and include— Matters of principle.
- (i.) All questions having a continuous application in one (except as regards lunacy and mental deficiency matters) or a common application throughout two or more branches of the Council’s work.
- (ii.) All questions involving the institution or prosecution of any proceedings in the High Court or of any appeal to the Court of Appeal, to the House of Lords or to Quarter Sessions, and the consideration of bills to be presented to Parliament.
- (iii.) The extension or restriction of work already being performed by the Council, whether requiring additional powers or not, except in so far as such extension may be involved in the application of principles already approved.
- (iv.) The obtaining of powers to do work entirely new.
- (v.) All questions of the method to be followed for exercising new powers, whether put upon the Council from out-

side or obtained in pursuance of a previous decision of the Council.

(vi.) Expressions of opinion on proposals affecting the county or the local government of London.

(vii.) The making of by-laws.

(viii.) The making of standing orders.

(ix.) The bases for calculating the necessity for the provision of new or the enlargement of existing public elementary schools.

(x.) The question of maintaining or taking over and maintaining or of ceasing to maintain schools not provided by the Council.

(xi.) The appointment of school managers, and of representatives of the Council on any board or governing body of any trust, foundation or institution whether charitable or educational.

(xii.) Grant of licences for music, dancing, theatres and race-courses, for periods exceeding one month.

(xiii.) Sanctions to borrowings by metropolitan borough councils.

(xiv.) Improvement schemes under the Housing of the Working Classes Acts.

(xv.) Action in default of, or delegation of powers to, metropolitan borough councils, other than as regards the taking of action in default in connection with smoke nuisance.

(xvi.) Action opposed to a specific resolution of a metropolitan borough council or of any out-county local authority, on any matter relevant to the Council's work on which the Council has not already declared its policy, other than such action as may be taken in a judicial or quasi-judicial capacity.

(xvii.) The holding of conferences of a public nature between the Council and local or other authorities.

(xviii.) The communication to any person or corporate body of the thanks of the Council for services rendered.

(xix.) Special inquiries or investigations under section 12 of the London County Council (General Powers) Act, 1893.

(xx.) All questions concerning re-housing persons of the working class to be displaced by any works.

(xxi.) Questions relating to the acquisition of new parks, public gardens or open spaces.

(xxii.) Retention or abandonment of a licence for the sale of intoxicating liquors on premises about to be acquired by or belonging to the Council.

(xxiii.) Sale or leasing of property.

(xxiv.) The carrying out of works by direct employment of labour, except as regards necessary and ordinary repairs, and necessary and proper additions, alterations and improvements, required at any asylum, or any institution, or house under the Mental Deficiency Act, 1913, or as provided in standing order No. 216 or in items Nos. 1 (g), 6 and 5 (c) of the orders of reference to the Parks and Open Spaces Committee, the Stores and Contracts Committee, and the Housing Committee respectively.

(xxv.) Allocation of the cost of street improvements along tramway routes.

(xxvi.) Settlement of the list of rates of wages and hours of labour required by standing order No. 289.

[21-3-16. 20-3-17. 26-10-20. 8-3-21. 6-12-21]

411.—No standing order shall be altered or rescinded, nor shall any new standing order be made except on the recommendation of the General Purposes Committee. Alterations to standing orders.
[10-5-04]

412.—No standing order shall be suspended without the consent of a majority of the whole Council, or of three-fourths of the members present. Majority or three-fourths present can suspend.
[25-6-89]

413.—Throughout these orders, if not inconsistent with the context, the term “Chairman” shall mean the chairman of a meeting of the Council for the time being. Interpretation.
[21-3-89]

ORDERS OF REFERENCE TO COMMITTEES.

Certain committees are by statute required to be appointed, in some cases subject to special conditions as to constitution, quorum, etc. An italic note of statutory requirements is prefixed to the orders of reference to those committees. All other committees are appointed at the discretion of the Council in accordance with sec. 22 of the Municipal Corporations Act, 1882 (see standing order No. 107).

I.—ORDERS OF REFERENCE TO STANDING COMMITTEES.

Asylums and Mental Deficiency.

Under the Mental Deficiency Act, 1913, the Council is required (sec. 28) to constitute a committee for the purposes of the Act. The committee, as constituted by the Council, consist "of such members of the Council, appointed by the Council, as the Council may determine, and of such persons, not being members of the Council, but being poor law guardians or other persons having special knowledge and experience with respect to the care, control and treatment of defectives, appointed by the Council, as the Council may determine, and of the persons so appointed some shall be women, and of the whole committee the majority shall be members of the Council" (sec. 28). By sec. 34 of the London County Council (General Powers) Act, 1915, the powers and duties of a visiting committee under the Lunacy Acts, 1890 to 1911, are transferred to the Council. All matters under the Lunacy and Mental Deficiency Acts, except the power of raising a rate or borrowing money, must stand referred to the committee for report, but the Council may deal with urgent matters without such report. Powers which must stand referred to the committee may be delegated to them by the Council, and the Committee may appoint such sub-committees and may delegate thereto such of the powers delegated to them under the London County Council (General Powers) Act, 1915, as the committee with the approval of the Council may think fit.

CONSTITUTION OF COMMITTEE—25 members of the Council, and 10 persons appointed by the Council.

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147.]

REFERENCE TO COMMITTEE.

- 1.—Consideration of all matters arising under the Lunacy Acts, 1890 to 1911, and the Mental Deficiency Act, 1913.
- 2.—(a) Ascertainment of what persons, other than those notifiable under the Mental Deficiency Act, ought to be dealt with by the Council under the Act; (b) provision of suitable supervision for persons so ascertained or notified and, if such supervision affords insufficient protection, provision of institutional treatment or guardianship; (c) all matters of ordinary current administration arising under the Act.

- 3.—(a) Direction of all officers appointed for technical or professional work in connection with the administration of the Lunacy Acts or the Mental Deficiency Act.
 (b) Appointment, promotion, discharge and dismissal of all persons other than those referred to in clause (a) of this paragraph, exclusively employed at asylums, institutions or homes provided by the Council under the Acts.
 (c) Submission, except in cases of urgency, of concurrent reports on all matters relating to the appointment, promotion, discharge, dismissal and superannuation of all other officers appointed in connection with the administration of the Acts under the direction of the Establishment Committee.
 (d) Determination in accordance with the regulations of certain and consideration of all other questions relating to the superannuation of all officers of asylums and certified institutions provided by the Council under the Acts.
- 4.—Maintenance and management of all land and buildings owned or provided by the Council for the purposes of the Lunacy Acts or the Mental Deficiency Act and appropriated by the Council for such purposes, together with the equipments, furniture, apparatus, fixtures and fittings belonging to or held by the Council for such purposes.
- 5.—Determination of the kind of stores, furniture and equipment to be used, and ordering from the Council's stores of all stores, furniture and equipment required for current use in connection with the administration of the Lunacy and Mental Deficiency Acts.
- 6.—Direction of (i.) all works or contracts to be done or entered into under the Lunacy and Mental Deficiency Acts, and (ii.) all contracts for the maintenance of patients under the Acts. [19-12-16. 11-12-17]

Building Acts.

CONSTITUTION—10 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—(a) The London Building Acts (Amendment) Act, 1905, and section 22 (34) of the London County Council (General Powers) Act, 1909, except so far as they are included in the order of reference to the Education and Public Health Committees.
 (b) The London Building Acts, 1894 to 1915 (except so far as they confer powers upon the Council solely as owner of property and in common with other such owners and except matters relating to the naming of new streets, the re-naming of streets and the numbering or re-numbering of houses), so far as they relate to—
 - (i.) Construction of buildings.
 - (ii.) Special and temporary buildings and wooden structures.
 - (iii.) Rights of building and adjoining owners.
 - (iv.) Dangerous and neglected structures.
 - (v.) Sky-signs.
 - (vi.) Storing of wood and timber.
 - (vii.) Prevention of obstructions in streets.

(viii) District surveyors, except as regards permanent appointment, dismissal, alterations of districts, or mode of payment.

(ix.) Legal proceedings.

(x.) Enforcement of by-laws.

[2-3-15. 23-11-15]

2.—Consideration of Parts II. of the Town Planning Acts, 1909 and 1919, provided that the Committee shall consult the several committees concerned with regard to any matters incidental to the preparation of schemes under those parts of the Acts and falling directly within the reference to such committees.

[28-10-19]

3.—The Factory and Workshop Acts, 1901 and 1907.

4.—Drafting of by-laws under section 2 (1) of the Advertisements Regulation Act, 1907.

5.—The London County Council (Celluloid, etc.) Act, 1915.

[7-3-16]

6.—Section 1 of the Housing (Additional Powers) Act, 1919.

[3-2-20]

Education.

Under the Education Act, 1902, sec. 17 (1), the Council is required to establish an education committee, constituted in accordance with a scheme made by the Council and approved by the Board of Education. The scheme now operative contains the following provisions—

(a) *The committee for the purposes of the Education (London) Act, 1903, shall consist of 50 members, and shall include (i.) the chairman, vice-chairman and deputy-chairman for the time being of the Council, (ii.) 35 persons who shall be members for the time being of the Council, and (iii.) 12 other persons, being persons of experience in education and persons acquainted with the needs of the various kinds of schools in the area of the County of London, selected by the Council, of whom not less than five are to be women. Persons of experience in education and persons acquainted with the needs of the various kinds of schools in the administrative County of London shall always be included in the committee.*

(b) *The members of the committee shall retire annually in the month of March, and shall hold office until the first meeting of their successors; but in the year in which the triennial retirement of county councillors takes place they shall retire on the 8th of March, it being competent to the Council on or after that date but before the ordinary day of appointment of committees in the said month to appoint a provisional committee consisting of the chairman, the vice-chairman and the deputy-chairman of the Council, other members for the time being of the Council not exceeding the number of such members of the Council on the committee as provided by this scheme, and not less than two or more than five women members, the committee so provisionally constituted to hold office until the first meeting of the committee constituted in accordance with clause (a) of this scheme on or within fourteen days after the ordinary day of appointment of committees.*

(c) *Every member of the committee not being a member of the Council shall, after appointment or re-appointment, and before being entitled to act as a member of the committee, sign a declaration of acceptance of office on a form to be prescribed by the Council.*

(d) *Any member of the committee who shall notify in writing to the clerk of the Council his intention to resign, or who shall (except in case of illness or for a reason approved by the committee) be for six successive months absent from all meetings of the committee, or who, being, when appointed, a member of the Council, shall cease to be a member thereof, or who, not*

being a member of the Council, shall fail for a period of three calendar months to sign the declaration of acceptance of office, or shall become bankrupt, or shall file in any court having jurisdiction in bankruptcy a declaration of inability to pay debts, shall thereupon cease to be a member of the committee.

(e) Any casual vacancy in the committee shall be filled up by the Council as soon as conveniently may be, the appointment being made only for the remainder of the term for which the vacating member was appointed.

Under sec. 17 (2) of the Act of 1902, as extended by sec. 1 of the Education (Administrative Provisions) Act, 1909, all matters under the Act of 1902, and any other powers connected with education and conferred on the Council expressly as the local education authority, except in every case the power of raising a rate or borrowing money, must stand referred to the committee for report, but the Council may deal with urgent matters without such report. Powers which must stand referred to the committee may be delegated to them by the Council.

CONSTITUTION—See clause (a) of scheme set out above.

QUORUM—10 members (*i.e.*, one-fifth of the number (50) of members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—(a) Maintenance and management of all land and buildings owned or provided for educational purposes, and appropriated for such purposes, together with the equipment, furniture, apparatus, fixtures and fittings belonging to or held for educational purposes.

(b) Organisation, staffing, curricula and management of schools, colleges and educational institutions.

(c) Supply of temporary school accommodation in cases in which the provision of permanent accommodation has been duly authorised.

(d) Determination of the kind of stores, books, apparatus, stationery and furniture to be used in connection with the educational work of the Council.

(e) Ordering of all stores, books, apparatus, stationery and school furniture required for current use, provided that, in matters of a special nature, or in cases of emergency, stores may, in pursuance of the provisions of standing order No. 219, be ordered from other sources than the Council's stores.

(f) Matters arising under the Education (Provision of Meals) Acts, 1906 and 1914, the Education (Administrative Provisions) Act, 1907, the Education (Choice of Employment) Act, 1910, and the Education Act, 1918.

(g) Drafting and enforcement of all by-laws in connection with the Council's educational work.

(h) Legal proceedings under the Education Acts and such sections of the Children Act, 1908, and of such other Acts as are mentioned or referred to in this order of reference.

(i) Direction of all works or contracts duly authorised in connection with educational work.

[17-11-14. 15-10-18. 12-11-18]

2.—(a) Matters arising between the Council and the Board of Education or other Departments of State, or municipal or other local authorities.

(b) Matters arising between the Council and the governors' or managers of institutions aided by the Council.

3.—(a) The Employment of Children Act, 1903; Part II. of the Children Act, 1908, so far as the powers thereunder are incidental to the work of the Committee as defined by this order of reference; Parts IV. and V.

of the Children Act, 1908 ; the Children Act, 1921 ; the Prevention of Cruelty to Children Act, 1904 ; and sections 1 and 2 of the Employment of Women, Young Persons and Children Act, 1920. [8-2-21]

(b) Part VI. of the Children Act, 1908, in respect of the cleansing of verminous children.

(c) Drafting of rules under Part V. of the London County Council (General Powers) Act, 1907, in respect of verminous children attending school.

(d) The London Building Acts (Amendment) Act, 1905, so far as it relates to school building, the plans of which are submitted to the Board of Education for approval.

(e) Sections 2 (2), 9 and 31 of the Mental Deficiency Act, 1913, provided that no steps shall be taken to obtain an order of the Secretary of State under section 9 until the Asylums and Mental Deficiency Committee shall have been consulted thereon.

4.—Consideration of all questions relating to educational charities, endowments and foundations in London.

5.—(a) Direction of—

(i.) Technical or professional officers or employees in the education departments except central administrative staff but including (1) such of the higher officers of that staff as the Education and Establishment Committees shall agree upon from time to time, (2) persons employed at schools, colleges, or other educational institutions, except as provided in item 1 (a) (iii.) of the order of reference to the Establishment Committee, (3) inspectors and other outdoor officers of a like kind, (4) school attendance officers, and (5) persons employed in connection with the botany scheme ;

(ii.) Inspecting dentists in the public health department ; provided that, in the case of organisers of children's care work in the education officer's department, the Education Committee shall inform the Establishment Committee of any decision or recommendation relating to the selection or direction of any officer, and that Committee shall have the right to report concurrently to the Council with regard to any such recommendation, and provided also that the rates of pay, conditions of service and pensionable emoluments (if any) of all staff which cannot properly be classified as professionally educational shall be dealt with by the Establishment Committee. [2-3-20]

(b) Emoluments (except as provided in paragraph (a) foregoing) and extra duty pay to the staff under the direction of the Committee and teachers. [2-3-20]

(c) Temporary employment of staff other than teachers at the Council's schools, colleges and institutions.

(d) Appointment of examiners for scholarship or other purposes. [20-7-15]

6.—(a) Appointment, promotion, discharge, dismissal and superannuation of teachers in the Council's schools, colleges and institutions.

(b) Consent to the appointment or dismissal of teachers in schools maintained but not provided by the Council.

(c) Variations, notwithstanding the provisions of standing orders Nos. 118 and 238, in the fixed staff for public elementary schools wherever such variations are consequent upon—(i.) alterations in average attendance, (ii.) division or addition of rooms, or (iii.) the raising of the code status of a teacher.

(d) Temporary employment of teaching staff in connection with education other than elementary.

- 7.—Regulation as regards award, tenure and termination of all awards of the nature of scholarships, except senior county scholarships.
- 8.—Arrangements, other than the determination of the fees of examiners and superintendents, for the conduct of examinations for second-class clerkships, for positions in the general grade, and for positions of typist in the service of the Council.
- 9.—The special education library for reference and a circulating library for the use of members of the Council and of the Education Committee, officers of the Council and teachers engaged in or connected with the educational institutions maintained or aided by the Council.

[22-7-19. 2-3-20. 23-3-20. 8-2-21.]

Establishment.

CONSTITUTION—12 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147.]

REFERENCE TO COMMITTEE.

1.—(a) Direction of—

(i.) All officers or employees on the central administrative staff except as provided in the order of reference to any other committee ;

(ii.) Unestablished staff ;

(iii.) The undermentioned staff at educational institutions—classified staff, assistants in the general grade, typists, women secretaries, women clerks, women accountants, storekeepers, school nurses, assistants engaged in connection with classes for stammering children ;

provided that the Committee shall, in the case of (1) medical assistants in the public health department primarily engaged on education work,

(2) school nurses in the public health department, (3) organisers of children's care work in the public health department, and (4) assistants engaged in connection with classes for stammering children, inform the Education Committee of any decision or recommendation relating to the selection or direction of any officer.

(b) Submission of concurrent reports in regard to rates of pay and conditions of service of all officers or employees—

(i.) On the central administrative staff ; and

(ii.) In any department whose duties are substantially the same as, or analogous to, the duties performed by officers or employees in any other department.

(c) Consideration of the rates of pay, conditions of service and pensionable emoluments of all staff in the education service which cannot properly be classified as professionally educational. [20-7-15. 2-3-20. 7-2-22]

- 2.—Consideration of those matters of management and discipline of staff under the direction of other committees as to which uniformity of management or discipline is desirable except (i.) teachers ; (ii.) inspectors and other outdoor officers of a like kind, and such of the higher officers in the education departments as the Education and Establishment Committees shall agree upon from time to time ; (iii.) the operative staff of the tramways department ; and (iv.) such staff as are engaged on agreed trade conditions.

3.—(a) Determination of—

(i.) Fees for the services of the superintendents and examiners employed in conducting the examinations for appointments in the Council's service.

(ii.) Petty allowances in the nature of emoluments or extra duty pay to staff (other than heads of departments) employed at the central

offices and at any branch office used in connection with the central administrative work of the Council.

(iii.) Clothing allowances to messengers, attendants, chainmen and employees of a like kind.

(iv.) Any other matters of detail allied to those specified in sections (i.) to (iii.) of this clause.

(b) Employment of additional temporary assistance to meet emergencies in the service relating to messengers, attendants, chainmen and charwomen.

(c) Distribution amongst the various departments of assistants in the general grade and messengers, chainmen and employees of a like kind.

4.—(a) Dispensing in special cases with the requirement of regulation No. 739A that candidates for positions as boy messengers and the like shall possess the school leaving certificate.

(b) Administration of the scheme for providing educational classes set forth in regulation No. 745 ; variation of the conditions thereof in special cases ; and exemption, after conference with any committee concerned, of any boy or boys from attendance at classes. [29-6-15]

5.—(a) Care and management of the building known as the County Hall, comprising the Council chamber, the offices attached thereto, and other premises taken and used for the purpose of carrying on the central administration of the Council.

(b) Direction of all duly authorised works of enlargement or extension of accommodation or other works involving expenditure in connection with the central offices.

6.—(a) Arrangement, after consultation with the chairmen of other committees concerned, of the time and place of meeting of such committees and the allocation of rooms for the same, so that meetings of committees may not clash, provided that if no arrangement satisfactory both to the Establishment Committee and the committee concerned can be arrived at, the matter shall be submitted to, and decided by, the General Purposes Committee.

(b) Distribution of rooms and other accommodation among the officers of the Council.

(c) Regulation and distribution of the supply of office furniture.

7.—Control of printing, lithography and similar work.

Finance.

Under section 80 (3) of the Local Government Act, 1888, the Council is required from time to time to appoint a finance committee for regulating and controlling the finances of the county.

CONSTITUTION of COMMITTEE—14 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—(a) Such action as may be required in the financial interests of the Council subject to item 12 of this order of reference.

(b) Such action as may be required under any statute, standing order or regulation relating to financial matters.

(c) Consideration of action to be taken on all financial matters.

- 2.—(a) Supervision of the preparation and revision of the annual estimates.
(b) Submission to the Council of—
 - (i.) The annual estimates and all estimates of costs, debt or liability that may be required under section 80 (3) of the Local Government Act, 1888, with such observations upon their financial bearings as the Committee may consider necessary.
 - (ii.) Reports on the financial bearings of any proposals affecting the finances of the Council.
- 3.—(a) Superintendence of the keeping of the accounts of the Council.
(b) Arrangements for an annual stock-taking and audit of stores accounts.
- 4.—(a) The London (Equalisation of Rates) Act, 1894.
(b) The Local Authorities (Expenses) Act, 1887.
(c) The London County Council (Finance Consolidation) Act, 1912.
- 5.—Management and administration of the Superannuation and Provident Fund, except as provided in the order of reference to the General Purposes Committee.
- 6.—Determination of—
 - (i.) All questions relating to the insurance against fire of the Council's property except the question of the amount for which such property is to be insured.
 - (ii.) The list of companies with whom buildings erected by the Council's lessees on land belonging to the Council may be insured.
 - (iii.) All questions relating to the payment or disposition of pensions granted under the Superannuation Act, 1866, or otherwise.
 - (iv.) The amounts payable in each year by fire insurance companies and others towards the expenses of maintaining the London Fire Brigade.
 - (v.) Any question of writing off such moneys due to the Council which have become irrecoverable or which in the opinion of the committee concerned should be written off.
 - (vi.) All questions relating to assessments to income tax under schedule D.
 - (vii.) The charge to be made in respect of establishment charges to each account required by statute or otherwise to be kept separately, provided that the committee having charge of the service to which the account relates shall be consulted.
- 7.—(a) Consideration of all applications from local authorities for sanctions to and advance of loans.
(b) Completion of all loans.
(c) Acceptance from borrowers of special repayments of loans.
(d) Determination of all matters arising in connection with loans under the Small Dwellings (Acquisition) Act, 1899, as amended by Part III. of the Housing, Town Planning, etc., Act, 1919. [28-10-19
(e) Matters arising under section 20 of the Electricity Supply Act, 1919. [17-2-20
- 8.—(a) Arrangements for the levying and recovery of county contributions, including sums due from out-county districts in respect of main drainage ; for the borrowing of money by means of county bills, consolidated stock or otherwise ; for the employment of the consolidated loans fund ; and for the redemption of debt.
(b) Supervision of the receipt of all revenues ; and arrangements for the collection of all rents, except rents of working-class dwellings collected under the direction of the Housing Committee.

- 9.—(a) Rules for the guidance of committees in framing estimates, incurring liability or spending money.
 (b) Examination of all accounts before payment.
 (c) Ordering and making of payments out of any fund or account kept by the Council for that purpose.
 (d) Arrangements for the due payment of all moneys payable by the Council whether under contract, order of a court, statute or otherwise.
- 10.—(a) All investments of the Council's funds.
 (b) Temporary investment of surplus cash and making of temporary loans.
- 11.—Settlement with the committee or committees concerned of the amount of any transfer to be made between accounts of the County Fund, provided that in case of disagreement the committee shall take the directions of the Council thereon.
- 12.—Consideration of all matters affecting the financial relations of the Council with the Imperial Exchequer, and, under the directions of the Council, conduct of negotiations with the Government thereon, provided that where such matters affect also the principles or systems of local taxation, or the rates levied by other authorities in London, the Local Government, Records and Museums Committee shall communicate to the Finance Committee any facts or conclusions which have an essential bearing on the subject, and the Finance Committee shall consider such facts and conclusions before determining upon the action to be recommended to the Council.

Fire Brigade.

CONSTITUTION—14 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—Control, maintenance and management of the London Fire Brigade and the London Ambulance service, and of all land, buildings, plant and machinery belonging to or held by the Council in connection therewith.
 [9-11-15]
- 2.—(a) Arrangement of contracts and other media for the purchase or lease of land for fire brigade and the London ambulance service purposes, for the erection of new fire and ambulance stations, and for the supply of the necessary machinery and plant, including fire-engines, fire-escapes, fire-hydrants, ambulances, telephone apparatus and fire-alarms.
 (b) Direction of all works or contracts duly authorised for fire brigade and ambulance purposes.
 [9-11-15]
- 3.—(a) Direction of all persons employed under the control of the chief officer of the London Fire Brigade and the London ambulance service except central administrative staff but including all uniformed staff and inspectors and other outdoor officers of a like kind.
 (b) Appointment and dismissal of firemen in the drill class and coachmen and pilots on probation.
 [9-11-15]
- 4.—Consideration, subject to the order of reference to the General Purposes Committee, and communication to the General Purposes Committee of any suggested change in the case of the chief officer of the London Fire Brigade.
 [2-3-15. 19-3 18]

General Purposes.

CONSTITUTION—One elected representative of each of the other standing committees, and 15 other members (excluding *ex officio* members) appointed by the Council.

QUORUM—One-fifth (excluding *ex officio* members). IS.O. No. 147

REFERENCE TO COMMITTEE.

1.—Consideration of—

(i.) Conduct of the administrative work of the Council or of any of its committees or departments

(ii.) Every new proposal as to its bearing on the law of the land, or on the Council's general lines of action, or on its financial policy, or on its previous votes, or on other work that it may have undertaken or have in contemplation

2.—Consideration of—

(i.) Standing orders and orders of reference to committees.

(ii.) Proposals to withdraw, modify or alter the order of reference to any committee, provided that except at the annual re-appointment of committees the committee shall consult the committee or committees concerned.

(iii.) The list of rates of wages and hours of labour required under standing order No. 289, except so far as it relates to the printing and bookbinding trades. [20-3-17]

3.—(a) The list of firms of quantity surveyors to be employed by the Council for (i.) architectural and (ii.) engineering work.

(b) Consideration and submission to the Council of the yearly return of works executed under standing order No. 216.

(c) Making of recommendations to the Council when required under standing order No. 255.

(d) The making and consequential amendment of regulations under standing order No. 162, other than "rules and regulations" under section 175 of the Lunacy Act, 1890. [26-10-20.]

4.—(a) Consideration of appointment, duties, pay, superannuation, discharge or dismissal of—

(i.) The heads of the Council's departments.

(ii.) The medical examiner and district medical officers.

(b) Concurrence under standing order No. 330 in rules governing the holidays of officers or servants working under the direction of particular committees.

(c) Consideration of travelling and subsistence allowances for officers and employees, except the uniformed staff of the London Fire Brigade.

(d) Consideration under standing order No. 333 of applications from the staff for permission to take out patents.

(e) Consideration under standing order No. 283 of reasons for withdrawal of tenders. [19-3-18]

5.—(a) Decision of all questions arising under any of the Council's schemes for the establishment and administration of a Superannuation and Provident Fund, except as provided in the order of reference to the Finance Committee.

(b) Any necessary amendment of such schemes and the establishment of any further schemes.

6.—(a) The Military Lands Acts, 1892 to 1903, the Naval Lands (Volunteers) Act, 1908, and the Air Navigation Act, 1920. [8-2-21.]

(b) The Housing, Town Planning, etc., Act, 1909, so far as it is not within the order of reference to any other committee.

(c) Public Libraries Act, 1919.

[3-2-20]

7.—(a) Supervision of the preparation of the annual reports of the Council.

(b) Determination of the particular inquiries to be undertaken under section 12 of the London County Council (General Powers) Act, 1893.

8.—(a) Selection of members for appointment on the Metropolitan Water Board, the Thames Conservancy Board, the Lee Conservancy Board, and other authorities of which the Council is empowered to elect members, except where the Council has specifically entrusted the duty of selection to some other committee.

(b) Selection of members to form deputations to wait upon ministers of the Crown or Government departments.

(c) Communication of votes of thanks to any person or body corporate for services rendered.

(d) Ceremonial functions involving the attendance of Royalty, or of a minister of the Crown or other person of high rank.

(e) Reports of Royal Commissions, Select Committees of Parliament and Departmental Committees, affecting either the services administered by the Council or the administration or condition of London.

(f) Reports made by members of the Council who represent the Council on public authorities, at conferences and the like.

9.—(a) Decision in case of disagreement—

(i.) Between the Establishment Committee and any other committee as to the day and hour of meeting of such committee.

(ii.) Between the Stores and Contracts and Highways Committees as to what are special articles in the nature of stores.

(b) Consultation with any Committee desiring a conference of a public nature between the Council and local or other authorities.

(c) Consideration under standing order No. 282 of the circumstances in which a committee propose to accept or recommend for acceptance a tender other than the lowest or highest as the case may be.

[26-11-18]

10.—Arrangement of contracts for all jobbing works except such as may be done under standing order No. 216, provided that at the discretion of the Committee tenders for the execution of jobbing works may be invited from selected firms.

[2-3-15]

11.—Consideration of any matter not delegated or referred to any other committee, except as provided in the order of reference to the Local Government, Records and Museums and Public Health Committees.

12.—Consideration of—

(i.) Contributions—

(1) Under section 45 of the London County Council (General Powers) Act, 1910.

(2) Under section 30 of the London County Council (General Powers) Act, 1921.

(ii.) Special allowances under section 44 of the London County Council (General Powers) Act, 1895, section 55 of the London County Council (General Powers) Act, 1907, and sections 31 and 32 of the London County Council (General Powers) Act, 1921.

(iii.) Expenditure under section 14 of the London County Council (General Powers) Act, 1913.

[15-11-21. 7-2-22]

13.—Consideration of all awards relating to staff under the direction of more than one committee.

[16-3-20]

Highways.

CONSTITUTION—18 members (excluding *ex officio* members)

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—The Metropolitan Subways Acts, 1868 and 1892, and the London County Council (Subways) Act, 1893.
- 2.—Consideration of—
 - (i.) The Electric Lighting and Supply Acts, other than the Electricity Supply Act, 1919.
 - (ii.) The Railway and Canal Traffic Act, 1888.
 - (iii.) The Railways (Electrical Power) Act, 1903.
 - (iv.) The Hackney and Stage Carriage Acts.
 - (v.) The maintenance, repair and lighting of all bridges the maintenance of which devolves on the Council.
 - (vi.) The provision of new or the alteration of existing railway stations so far as the arrangements proposed affect the convenience of persons using the station and the adjacent thoroughfares.
 - (vii.) The maintenance of the rights of the public over Charing-cross foot-bridge and the maintenance of the stairs leading thereto; the plans of the railway or other bridges for which the approval of the Council is necessary and the inspection of such bridges.
 - (viii.) The maintenance, repair and lighting of such tunnels under the Thames as are under the control of the Council.
 - (ix.) The lighting, maintenance, repair and cleansing of the Victoria-embankment, including the carriageway, footways and embankment wall, but excluding trees.
 - (x.) The lighting and maintenance of the wall of the Albert-embankment and the footway adjoining.
 - (xi.) The lighting and maintenance of the wall of the Chelsea-embankment and the adjacent footway.
 - (xii.) The lighting and maintenance of the Grosvenor-road embankment wall.
 - (xiii.) The lighting and maintenance of all subways for passenger or vehicular traffic for the maintenance of which the Council is responsible.
 - (xiv.) The powers of the Council as highways authority under section 20 of the Local Government (Emergency Provisions) Act, 1916.
- 3.—Consideration of all matters connected with tramways in London.
- 4.—Drafting of by-laws which the Council is authorised to make with respect to the various matters mentioned or referred to in this order of reference and the enforcement thereof.
- 5.—Direction, subject to any special arrangement made by the Council with regard to the tramway and pier services, of all persons exclusively employed in connection with the construction or maintenance of works and undertakings mentioned or referred to in this order of reference except central administrative staff, but including inspectors and other outdoor officers of a like kind.
- 6.—Determination of the apprenticeship of boys in the tramways department.
- 7.—The Woolwich free ferry, including the running of the intermediate service on general public holidays.

[18-7-16. 17-2-20]

8.—(a) Control of all lands, buildings, piers, machinery, steamboats and other vessels, moorings, mooring chains and other property of the Council held for the purposes of the Council's tramway, ferry and pier services.

(b) As regards any tramways worked by the Council, and as regards the pier service—

(i.) Determination of the kind, quality and quantity of and sanction to expenditure for articles of the nature of stores required.

(ii.) Purchase of horses and forage and such special articles in the nature of stores as may be agreed with the Stores and Contracts Committee, or failing such agreement may be determined by the General Purposes Committee.

(iii.) Settlement of claims by and against the Council.

(iv.) Action generally on behalf of the Council in all matters.

[2-3-15]

E.—The General Purposes Committee on 7th and 14th December, 1914, and 17th November, 1919, made a rule as follows—

(a) Contracts or quotations for stores or articles in the nature of stores for use in the tramways department shall be entered into or obtained by or through the Highways Committee when the articles in question are (i.) engines, boilers, tramcars, other machinery and apparatus and their parts; (ii.) articles of a special character or design and of a kind used only in the tramways department; (iii.) the initial supply of new articles of an experimental character or design; (iv.) special tramway materials, *e.g.*, rails, granite setts, paving blocks, timber (for use in cars), and timber in the log or parcel, etc.; (v.) horses and forage; (vi.) the coal required for the Greenwich generating station.

(b) Contracts or quotations for all stores or articles in the nature of stores for use in the tramways department, and whether exclusively used in that department or not—(i.) not provided for in the order of reference to the Highways Committee; (ii.) not coming within the description given in clause (a) of this rule; (iii.) the current supply of new articles the character and design of which have been approved for permanent use, and which are not excluded under clause (a), shall be entered into or obtained by or through the Stores and Contracts Committee.

(c) Nothing in this rule shall alter or interfere with the duty of the general manager to inspect and satisfy himself as to the quality and suitability of any articles supplied under a contract entered into by or through the Stores and Contracts Committee, whether a similar article be supplied for use in other departments or not.

(d) Any difference of opinion or question as to the application or interpretation of this rule shall be at once referred to and settled by the Chairman of the Council, whose decision shall be final.

(e) Tenders for general stores, irrespective of the class in which they may be included, the value of which will not exceed £4, shall be obtained by the general manager.

9.—Consideration of the arrangements to be made with the local authorities for the maintenance and repair of any road duly declared to be a main road.

10.—Submission of concurrent reports on any proposal made by the Improvements Committee for the allocation to the tramways account of any portion of the cost of street improvements along tramway routes.

11.—Ferries (Acquisition by Local Authorities) Act, 1919.

[3-2-20.]

Housing.

CONSTITUTION—18 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—Consideration of all matters bearing on the housing of the working classes that may come within the scope of the Council's operations, including questions relating to workmen's trains and workmen's fares on railways.

- 2.—(a) Consideration of improvement schemes under the Housing Acts, 1890 to 1919.
(b) Service of notices and making of all necessary communications under the Housing Acts, 1890 to 1919.
(c) When deemed necessary in connection with the clearance of unhealthy areas, the provisions of the Housing Acts, 1890 to 1919, with regard to closing orders.
- 3.—(a) Carrying into effect of all duly authorised improvement schemes under the Housing Acts, 1890 to 1919, or otherwise ;
(b) Acquisition of property which has to be taken under improvement schemes under the Housing Acts, 1890 to 1919.
(c) Direction of all duly authorised works with respect to the housing of the working classes.
- 4.—Settlement in consultation with the Improvements Committee, of the conditions under which surplus land under the Housing Acts, 1890 to 1919, shall be sold or leased before it is handed over to the Improvements Committee for such purpose.
- 5.—(a) Control, maintenance and management of all workmen's dwellings (including the letting of any shops connected therewith), and common lodging-houses belonging to the Council, and of all land and buildings held by the Council in connection with the housing of the working classes.
(b) Direction of all persons exclusively employed in connection with the maintenance and management of housing estates except central administrative staff but including inspectors and other outdoor officers of a like kind.
(c) Undertaking under the Committee's own management by the direct employment of labour of the finishing off or altering for letting of shops connected with workmen's dwellings and common lodging houses belonging to the Council.
- 6.—Subject to the order of reference to the Parks and Open Spaces Committee, as regards the provision of new parks, public gardens or open spaces, and by-laws in relation thereto, Part III. of the London County Council (General Powers) Act, 1912 (White Hart-lane estate).
- 7.—(a) Approval before submission to the Council of all schemes for the provision of rehousing accommodation in respect of displacements of persons of the working classes.
(b) Consideration of the rehousing accommodation to be provided in respect of such displacements of persons of the working classes as do not involve the preparation of schemes for the purpose.
- 8.—Sections 6 and 10 of the Housing (Additional Powers) Act, 1919. Provided that the Committee shall confer with the Building Acts Committee on all questions relating to the employment of district surveyors upon matters arising under section 6 of the Act.

[12-7-21]

Improvements.

CONSTITUTION—14 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—Consideration of—

(i.) All questions relating to street improvements in the county of London, the provision or construction of subways for the use of the

general public and not for use exclusively for tramway purposes, the provision, construction or widening of county bridges, and the provision or construction of new or improved means of transit over or under the Thames, whether by means of bridges, tunnels or ferries.

(ii.) All applications on these subjects from local authorities.

(iii.) The London Streets (Removal of Gates) Acts, 1890 and 1893.

2.—(a) Carrying out of all duly authorised street improvements, including the provision or construction of new or improved means of transit over or under the Thames as also of new county bridges, or widenings thereof, and the formation or widening of a bridge over a road, railway or canal.

(b) Acquisition of property which has to be taken for, and arrangement of contracts for the making of, roads, sewers, and other necessary works in connection with such street improvements.

3.—(a) Management of all land and buildings belonging to the Council, with the undermentioned exceptions—

(i.) The County hall and adjacent offices.

(ii.) Clerkenwell and Newington sessions houses.

(iii.) Parks, gardens and open spaces.

(iv.) Land acquired or held for the purposes of the Small Holdings and Allotments Act, 1908.

(v.) Land and buildings occupied by the fire brigade.

(vi.) Land and buildings held in connection with pauper lunatic asylums and inebriate homes.

(vii.) Land and buildings held in connection with the Council's educational institutions.

(viii.) Land and buildings acquired or held for the purposes of main drainage or sewage disposal.

(ix.) Land and buildings occupied and used for the purpose of a tramway undertaking.

(x.) Bridges, and land held in connection therewith.

(xi.) Weights and measures stations.

(xii.) Gas-meter testing-stations.

(xiii.) Electric testing-stations.

(xiv.) Land and buildings held in connection with the housing of the working classes (including the letting of shops connected therewith). For this purpose the term "land" shall include any sites on housing estates which, under the scheme of development, are to be sold or leased for the erection of public buildings, shops, factories or similar buildings, or for any purposes incidental to the development of the estate.

(xv.) Common lodging-houses.

(xvi.) Museums and places of historic or architectural interest, antiquities and works of art, together with any property connected therewith.

(xvii.) Coroners' courts.

(b) Periodical inspection of all the property of the Council.

(c) Protection of the Council's interests in all cases of trespass, encroachment or other interference with or damage to the Council's property (including property under the management of other committees), where such trespass or other interference is discovered or arises in the course of the periodical inspection.

4.—(a) Sale or lease of surplus land and buildings, and ground rents, provided that the financial bearings of any proposals for such sale or lease containing option to purchase shall be considered by the Finance Committee.

(b) Drafting of conditions for the sale or letting of the Council's land.

(c) Subject to such conditions—

(i.) Insertion, in consultation with the Finance Committee, in leases of isolated and outlying pieces of land, clauses giving an option, to be exercised within five years from the date of the lease, to purchase the reversion at a price representing not less than 25 years' purchase, and providing that the lessee shall be allowed to exercise such option only in cases in which the buildings to be erected have been completed to the satisfaction of the Council's architect in accordance with the agreement for the lease, and that such option be submitted to the Council.

(ii.) Fixing, in consultation with the Finance Committee, before the publication of the conditions of sale, of the exact terms of leases, such terms being for periods not less than 80 years or more than 99 years.

(iii.) Amendment, in consultation with the Housing Committee, of the conditions as to the sale of sites for the erection of buildings to accommodate persons of the working classes, so as to provide that the buildings shall be constructed of good and suitable material and workmanship to the satisfaction of the Council's architect.

(d) Supervision of the fire insurances of the buildings erected by the Council's lessees on land belonging to the Council, except as provided in the order of reference to the Finance Committee.

(e) Approval of designs for the provision of public footways in connection with railway bridges over the Thames. [2-3-15]

5.—(a) Consideration of the allocation of the cost of the street improvements along tramway routes, provided that the report of the Committee shall be submitted to the Council concurrently, as far as possible, with the reports recommending the tramway scheme and street widenings.

(b) Making and furnishing to the Finance and Highways Committees of provisional allocations of the cost of street improvements in connection with tramway schemes, in regard to which any recommendation is to be submitted to the Council for obtaining parliamentary authority for the execution of street improvements; provided that such provisional allocations shall be kept separate and distinct from the allocations finally arrived at when the schemes come into operation.

6.—Section 3 of the Unemployment (Relief Works) Act, 1920.

[8-2-21]

Local Government, Records and Museums.

CONSTITUTION—14 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—Consideration of all proposals affecting the principles and systems of local taxation in London, where such proposals do not affect the finances of the Council, provided that where such proposals also affect the finances of the Council, the Committee shall communicate to the Finance Committee any facts or conclusions which have an essential bearing on the subject, and shall be entitled to report to the Council on the principles of local taxation involved.

2.—Consideration of the Local Government (Transfer of Powers) Act, 1903.

3.—Consideration of—

(i.) All general questions relating to public charities in London (including the War Charities Act, 1916, and section 3 of the Blind Persons Act, 1920).

(ii.) The report of the City Guilds Commission of 1880, and all matters affecting public endowments in London.

(iii.) Appointment of representatives of the Council in every case in which under any Act of Parliament, scheme, or other instrument the Council is empowered to appoint representatives on the governing body of any charitable trust or foundation other than educational. [17-10-16. 19-10-20]

4.—Consideration of—

(i.) The systems of local government and taxation in London.

(ii.) The incidence of taxation by private companies and others undertaking public services in the county,

(iii.) The incidence of taxation levied by local and other authorities and persons in the county.

(iv.) Alterations or readjustments of the boundaries of the administrative county, of parliamentary boroughs or divisions and county electoral divisions, and of the number of county councillors and electoral divisions in the county.

(v.) Alterations or definitions of boundaries of parishes, the division or union of parishes, and the transfer of parts of parishes to other parishes.

(vi.) The placing under the control of one metropolitan borough council of streets and roads partly in one metropolitan borough and partly in another.

(vii.) Section 30 of the London County Council (General Powers) Act, 1906.

(viii.) Proposals for roads to be declared main roads under the provisions of the Local Government Act, 1888.

(ix.) All questions relating to the assessment of the Council's property and the service of notices of objection.

(x.) Questions relating to assessment of property for rating, specially with a view to uniformity of treatment, and the service of notices of objection.

(xi.) All questions relating to the making of by-laws under the Municipal Corporations Act, 1882, and the Local Government Act, 1888, for the good rule and government of the county.

(xii.) All questions relating to the making of by-laws under sec. 2 (2) of the Advertisements Regulation Act, 1907, provided that the Committee shall consult the Improvements Committee and the Parks and Open Spaces Committee before submitting to the Council any recommendation involving the making of such by-laws.

(xiii.) The division of parliamentary boroughs and divisions and of county electoral divisions into polling districts for the purposes of parliamentary and county council elections respectively.

(xiv.) Boards of guardians and poor-law areas and other matters in regard to which powers have been conferred upon the Council by the Local Government Act, 1894.

(xv.) Questions relating to elections of county councillors, guardians of the poor, and metropolitan borough councillors.

(xvi.) All questions affecting London arising under the Representation of the People Acts, 1918 and 1919. [3-6-19]

(xvii.) The registration of the rules of scientific and loan societies, etc., under the provisions of sec. 3 (xv.) of the Local Government Act, 1888.

(xviii.) The London Government Act, 1899.

(xix.) Any questions not specifically referred to any other committee, arising between the Council and local, public and other authorities, or which appear to relate to London government generally. [12-11-18]

5.—Relations with out-county authorities under standing order No. 186,

- 6.—Collation of all statistical tables, statistical information and statistics generally and the annual issue of a serial volume of "London Statistics," a "Statistical Abstract for London," and a volume of comparative municipal statistics.
- 7.—Supervision of the preparation of the ground plan of London.
- 8.—All questions relating to the redemption of land tax chargeable on property acquired, or to be acquired, by the Council except the necessary action for the redemption of the tax.
- 9.—Consideration of—
 - (i.) The Ancient Monuments Consolidation and Amendment Act 1913.
 - (ii.) Section 60 of the London County Council (General Powers) Act, 1898.
 - (iii.) All questions relating to historic buildings and sites, monuments and subjects of antiquarian interest in London.
- 10.—(a) Maintenance and management of museums and places of historic or architectural interest (together with any property connected therewith) purchased by or presented to the Council.
 (b) Charge of the library, historical and other records, antiquities and works of art belonging to the Council.
- 11.—Direction of all persons exclusively employed at museums and places of historic interest.
- 12.—Consideration of applications for permission to erect or fix, in public positions upon land or buildings belonging to the Council, memorials, provided that when considering a specific proposal the Committee shall obtain the views of the committee having direction of the service in connection with which the land or buildings involved is held.
- 13.—(a) Naming of new streets under sec. 32 of the London Building Act, 1894.
 (b) Consideration of all matters relating to the re-naming of streets and numbering or re-numbering of houses arising under the London Building Act.

Main Drainage.

CONSTITUTION OF COMMITTEE—14 members.

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—(a) Control of all land, buildings, sewers, machinery, sludge vessels, and other property of the Council, acquired for the purposes of the main drainage of London or of the treatment or disposal of the sewage.
 (b) Direction of—
 - (i.) All works connected with the main drainage and sewerage of London.
 - (ii.) All persons exclusively employed in connection with such works and in connection with the Metropolis Management (Thames River Prevention of Floods) Amendment Act, 1879, and Part VI. of the London County Council (General Powers) Act, 1907, except central administrative staff, but including inspectors and other outdoor officers of a like kind.

(c) Consideration of all questions—

(i.) Connected with, or appertaining to, the drainage of London and the treatment and disposal of the sewage.

(ii.) Relating to the Metropolis Management (Thames River Prevention of Floods) Amendment Act, 1879, and Part VI. of the London County Council (General Powers) Act, 1907.

2.—Consent to the construction, abandonment, extension or alteration of local sewers.

3.—Rats and Mice (Destruction) Act, 1919.

[3-2-20

4.—Parts II. and III. of the London County Council (General Powers) Act, 1920.

[19-10-20

Parks and Open Spaces.

CONSTITUTION—22 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S O. No. 147

REFERENCE TO COMMITTEE.

1.—(a) Maintenance and management of all parks, public gardens and open spaces belonging to or under the jurisdiction of the Council, including all buildings, fountains and monuments in or on such parks, gardens and open spaces, provided that the Local Government, Records and Museums Committee shall be consulted on any proposal for the erection, design, restoration, alteration or demolition of any such building, fountain or monument having architectural, historic or antiquarian interest.

(b) Control and maintenance of the trees on the Victoria-embankment.

(c) Drafting and enforcement of by-laws relating to parks, public gardens and open spaces belonging to or maintained by the Council.

(d) Consideration of rules governing—

(i.) the nature of the games and form of recreation for which facilities may be granted at the several parks and open spaces ;

(ii.) the charges or fees (if any) to be made or charged for the exercise by the public of privileges at parks and open spaces, including those in respect of dressing and lavatory accommodation, the storage of games apparatus, sites for side shows or amusements at bank holiday times and licences, except such licences as are specified in section (f) of this item.

(e) Rules governing the playing of duly authorised games and the exercise of other privileges at the several parks and open spaces.

(f) Licences to persons—

(i.) to use gateways opening on to open spaces,

(ii.) to let animals or telescopes on hire,

(iii.) to dry clothes on open spaces,

except the fees to be charged therefor.

(g) Undertaking under the Committee's own management by the direct employment of labour of the laying out and painting works at parks and open spaces.

(h) Direction of all persons exclusively employed at parks, public gardens and open spaces maintained by the Council.

[4-3-19

2.—Consideration of—

(i.) Proposals for the acquisition or laying out of new parks, public gardens or open spaces.

(ii.) Section 21 of the London County Council (General Powers) Act 1890, section 18 of the London County Council (General Powers) Act, 1893, section 4 of the London County Council (Parks, etc.) Act,

1915; and sections 9 to 11 of the London County Council (General Powers) Act, 1919. [28-10-19]

(iii.) The London Squares and Enclosure (Preservation) Act, 1906.

(iv.) The Wild Birds Protection Acts, 1880 to 1908. [9-11-15]

- 3.—Further proceedings than those instituted by the solicitor under standing order No. 397 in pursuance of section 56 of the Metropolitan Board of Works (Various Powers) Act, 1885, relating to the observance and enforcement of the provisions of the Disused Burial Grounds Act, 1884.

Parliamentary.

CONSTITUTION—7 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—Except only as regards taking, before second reading, the directions of the Council upon the course to be pursued on any Bill, all provisional orders and bills affecting the county of London. In relation thereto preparation and presentation of petitions; appearance by counsel, employment of agents and witnesses in support of such petitions; and such other action as may be necessary or expedient to give effect to any duly authorised action. [30-7-18]
- 2.—Promotion of such bills, provisional orders and bills to confirm such orders, as the Council may have resolved to introduce into Parliament or to promote. Giving of all notices; preparation of plans and books of reference; preparation and deposit of such bills; all such steps as may be required to comply with the standing orders of Parliament; and employment of such counsel, agents and witnesses as may be necessary.

Public Control.

CONSTITUTION—13 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—(a) The Explosives Act, 1875.
- (b) The Weights and Measures Acts.
- (c) The Acts relating to the supply of gas and the testing of gas meters.
- (d) The Diseases of Animals Act, 1894, and Acts amending the same.
- (e) The Shops Acts, 1912 to 1920.
- (f) Part III. of the London County Council (General Powers) Act, 1921 (Employment Agencies).
- (g) The Destructive Insects and Pests Acts, 1877 and 1907.
- (h) The Poisons and Pharmacy Act, 1908.
- (i) Part II. of the London County Council (General Powers) Act, 1912 (Petroleum oil depots).
- (j) Part II. of the Children Act, 1908, so far as the powers thereunder are incidental to the work of the Committee as defined by their order of reference.
- (k) The Petroleum Acts, 1871 to 1881, except as regards the grant of new licences for the storage of petroleum spirit in quantities exceeding 5,000 gallons.

(l) The Fabrics (Misdescription) Act, 1913.

[2-3-15.

(m) Part V. of the London County Council (General Powers) Act, 1915, and Part IV. of the London County Council (General Powers) Act, 1920 (establishments for massage or special treatment). [9-11-15. 26-10-20

(n) Section 6 of the Finance Act, 1908, sections 12 and 13 of the Finance Act, 1920, and the Roads Act, 1920, so far as it relates to the levying of duties, the registration of vehicles and the issuing of licences to drivers of vehicles. [8-2-21

2.—The Inebriates Acts to the following extent—

(i.) The maintenance, management and control of institutions under the Acts belonging to the Council and of all land and buildings held in connection therewith.

(ii.) Authority to enter into all contracts for the current expenditure of such institutions.

(iii.) The carrying out of all contracts entered into by the Council with the authorities of certified reformatories and retreats for the reception therein of persons from the County of London.

3.—(a) Consideration of all questions relating to the Highways and Locomotives Acts (except so far as they relate to bridges under the supervision of the Highways Committee).

(b) Enforcement of—

(i.) Section 3 of the Locomotives Act, 1865, and any Acts amending the same.

(ii.) Section 30 of the Highways and Locomotives (Amendment) Act, 1878.

(iii.) Section 114 of the Railway Clauses Consolidation Act, 1845, and section 19 of the Regulation of Railways Act, 1868.

4.—Consideration of—

(i.) The Motor Car Acts, 1896 and 1903.

(ii.) The Lights on Vehicles Act, 1907.

(iii.) The office of coroner in the county of London, the districts of the coroners, the provision of coroners' courts, and the fees, allowances and disbursements to be allowed to coroners.

(iv.) Water supply.

(v.) The London Hydraulic Power Company's Acts.

(vi.) The Canals Protection (London) Act, 1898.

(vii.) The Fertilizers and Feeding Stuffs Act, 1906.

(viii.) Markets and market rights.

(ix.) The telephone service in London.

(x.) The London Overhead Wires Act, 1891.

(xi.) Smoke nuisance prevention under the Public Health (London Act, 1891, and the London County Council (General Powers) Act, 1910.

[2-3-15

5.—Proceedings, in default of the sanitary authority, under section 100 of the Public Health (London) Act, 1891, in cases of smoke nuisance, and under section 18 (1) of the London County Council (General Powers) Act, 1910, provided that proceedings in default of the sanitary authority shall be taken at once.

6.—Direction of all persons exclusively employed under the Acts of Parliament specified in this order of reference except central administrative staff but including inspectors and other outdoor officers of a like kind.

Public Health.

CONSTITUTION—12 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—(a) The Public Health (London) Act, 1891, except so far as it relates to (i.) the provision of coroners' courts, (ii.) the prevention of smoke nuisance, and (iii.) closing orders in connection with the clearance of unhealthy areas.
- (b) The Common Lodging Houses Acts, 1851 and 1853, Part IX. of the London County Council (General Powers) Act, 1902, and section 79 of the London County Council (General Powers) Act, 1907, relative to common lodging houses.
- (c) (i.) Part V. of the London County Council (General Powers) Act, 1907, with respect to verminous inmates of common lodging houses.
- (ii.) Rules or regulations under the Act with regard to verminous inmates of common lodging houses.
- (iii.) Agreements or arrangements with sanitary authorities respecting the cleansing of verminous persons.
- (d) Section 214 of the Merchant Shipping Act, 1894, relative to seamen's lodging houses.
- (e) Those portions of the London Building Acts (Amendment) Act, 1905, which relate to the provision of means of escape in case of fire from seamen's lodging houses.
- (f) Those portions of Part IV. of the London County Council (General Powers) Act, 1904, which relate to the purifying and cleansing of articles and premises, and of Part III. of the London County Council (General Powers) Act, 1909, which relate to accommodation for storage of food.
- (g) Those portions of Part VIII. of the London County Council (General Powers) Act, 1903, which relate to the licensing of premises for receiving horses for slaughter or dead horses, and to the conveyance of dead horses through streets.
- (h) Orders made under section 34 of the Diseases of Animals Act, 1878.
- (i) Those portions of Part V. of the London County Council (General Powers) Act, 1904, which relate to tuberculosis of the udder in cows.
- * (j) Those portions of Part IV. of the London County Council (General Powers) Act, 1907, which relate to milk supply (tuberculosis).
- (k) Section 9 of the London County Council (General Powers) Act, 1908, relative to the businesses of vendor of fried-fish, fish-curer, and rag and bone dealer.
- (l) Tuberculosis orders made by the Board of Agriculture and Fisheries under the Diseases of Animals Acts.
- (m) Part IV. of the London County Council (General Powers) Act, 1921 relative to lying-in homes. [15-11-21]
- (n) Part I. of the Children Act, 1908.

* Paragraph (j) of section 1 of the order of reference to the Public Health Committee is repealed as from 1st January, 1916, or such later date, being one year after the date which the Local Government Board appoint for the coming into operation of the Milk and Dairies Act, 1914 and a new paragraph as follows added—"The Milk and Dairies Act, 1914." [17-11-14]

(o) Section 26 of the Housing, Town Planning, etc., Act, 1919.

[28-10-19]

(p) Section 3 of the Public Health (Prevention and Treatment of Disease) Act, 1913, and the Public Health (Tuberculosis) Act, 1921, and any other enactment conferring powers or imposing duties upon the Council in respect of the treatment of tuberculosis.

[6-7-20. 14-6-21]

(q) Regulations applied to the County of London by the Minister of Health or his predecessors under section 2 of the Public Health (Prevention and Treatment of Disease) Act, 1913, in respect of venereal diseases or any other epidemic, endemic or infectious disease.

[14-6-21]

2.—Consideration of—

(i.) The appointment by the local authorities of medical officers of health, and the reports sent to the Council by such officers.

(ii.) Contributions towards the salaries of health visitors subject to the scale of remuneration for each such officer being equal to that for female inspectors.

(iii.) All matters arising in connection with rescue and preventive work.

[14-6-21]

(iv.) All matters affecting the public health which are not within the order of reference to any other committee.

3.—Direction of all persons exclusively employed under any of the Acts of Parliament or Orders specified in this order of reference except central administrative staff, but including inspectors and other outdoor officers of a like kind.

Stores and Contracts.

CONSTITUTION—13 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No 147]

REFERENCE TO COMMITTEE.

1.—(a) Arrangements, except as otherwise provided, for obtaining and supplying all stores required in connection with the maintenance and administration of the several services of the Council.

(b) Except as otherwise provided, arrangement of contracts for printing, advertising, bill-posting, other than advertisements in connection with the Council's tramways, clock-winding, washing, window-cleaning and all other general maintenance contracts in connection with all services of the Council.

[26-7-21]

2.—(a) Provision of a sufficient stock of stores to meet the requirements of the several services requisitioning stores from stock.

(b) Purchase of stores the purchase of which has been duly authorised. As regards articles of a special character or design required solely for use in one department, the Committee shall consult the head of the department concerned.

(c) Determination of the question whether articles shall be supplied through the central stores or otherwise.

[16-3-20]

3.—(a) Opening of tenders received for the supply of stores and for maintenance works included in the order of reference to the Committee.

[15-2-21]

(b) Acceptance of tenders and quotations, in respect of matters within the order of reference to the Committee, provided that a tender for a contract covering a period exceeding one year shall be accepted only by a majority of the whole committee or by a resolution passed at one meeting and confirmed at a subsequent meeting.

[3-5-21]

(c) Termination, at the request of a contractor, of any contract where the Committee are satisfied that a serious and *bona fide* error has been made or where the total value of a contract is under £10. [9-12-19]

(d) Acceptance of quotations or making of such other arrangements as may, in the opinion of the Committee, be necessary for—

(i.) The supply of proprietary or other goods of a special character for which competitive prices cannot be obtained.

(ii.) The supply of goods for which no tenders or no satisfactory tenders have been received, after tenders have been invited in the ordinary way, and for which it is not desirable or possible to obtain further tenders.

(iii.) The supply of goods which can be bought direct from manufacturers or their immediate agents on better terms than have been or can be obtained by tenders in the ordinary way.

(iv.) The supply of goods required quickly or in relatively small quantities and not in contract.

(v.) The execution of general maintenance contracts as regards which similar conditions to any of those specified in the foregoing clauses (i.) to (iv.) apply ;

provided that before accepting a quotation or making any arrangement the Committee shall satisfy themselves that the firm whose quotation or offer it is proposed to accept is a fair firm within the meaning of the standing orders, and provided also that the Committee shall communicate to the General Purposes Committee particulars of any case in which the value of the goods purchased, or to be purchased, or the work done or to be done, in any one year under (ii.), (iii.) or (v.) is likely to exceed or has exceeded £100. [9-12-19]

4.—Consideration—

(i.) jointly with the Committees concerned of all matters relating to the provision of departmental stores under the control of the Committees having the direction of services.

(ii.) of the list of rates of wages and hours of labour required under standing order No. 289 so far as such list relates to the printing and book-binding trades.

5.—Control of all central and sub-stores, other than those of the Council's tramways undertaking and the stores under the control of the Asylums and Mental Deficiency Committee.

6.—Execution of the manufacture and repair of furniture, fittings, etc., and works incidental to the fitting up and furnishing of buildings for the several services of the Council.

7.—Direction of all persons employed in the stores department, except central administrative staff but including caretaking, cleaning and similar staff.

Theatres and Music Halls.

CONSTITUTION—14 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—(a) Consideration of sections 11, 12 and 13 of the Metropolis Management and Building Acts Amendment Act, 1878, and section 45 of the Metropolitan Board of Works (Various Powers) Act, 1882.

(b) Investigation of all applications for licences for music, dancing, theatres and race-courses.

(c) Grant of occasional licences for the public performances of stage-plays and for the extension of the hours during which premises may be kept open for public music and dancing, and also of licences for music and dancing for any period not exceeding one month. [21-3-16]

(d) Employment of inspectors for theatres, music-halls, and other places of entertainment ; settlement of their duties and pay.

(e) Making of inquiries into the conduct and management of any places licensed for music, dancing, theatres and race-courses.

(f) Consideration of any proposed agreement under section 2 (4) of the Finance (New Duties) Act, 1916, and of any action under any such agreement. [1-8-16]

2.—(a) The Cinematograph Act, 1909, except the conditions to be complied with before a licence under the Act shall be granted and the form of licence to be granted.

(b) Section 121 (5) of the Children Act, 1908.

3.—Consideration of rules or regulations for giving effect to the provisions of section 121 (1) and (2) of the Children Act, 1908, provided that such rules or regulations shall be made by or in pursuance of the recommendation of the committee concerned.

II.—ORDERS OF REFERENCE TO SPECIAL COMMITTEES.

Appeal.

Under sec. 212 of the Metropolis Management Act, 1855, the Council is required to appoint a committee to hear and decide appeals under that Act. The chairman of the Council is an ex officio member of the committee, at which he presides when present. If the chairman be absent, some other member of the committee shall be chosen to preside. All the powers of the committee may be exercised by any three of the members.

CONSTITUTION OF COMMITTEE—7 members.

QUORUM—3 members.

[24-5-92]

REFERENCE TO COMMITTEE.

1.—The Committee shall be the statutory appeal committee under the provisions of the Metropolis Management Act, 1855, section 212.

2.—The Committee shall also hear and decide all appeals made to the Council under any other Act of Parliament (except appeals under section 20 (5) of the Public Health (London) Act, 1891, against decisions of the Public Health Committee).

London Electricity Supply.

(Appointed on 20th February, 1912).

CONSTITUTION OF COMMITTEE—14 members.

QUORUM—One-fifth (excluding *ex officio* members).

[S.O. No. 147]

REFERENCE TO COMMITTEE.

1.—The Committee shall consider and report (i.) on the situations arising out of the provisions of the Electric Supply Acts, other than section

- 20 of the Electricity Supply Act, 1919, in regard to the supply of electricity in London, (ii.) on the methods best calculated to place London in the most advantageous position in regard to electricity supply, having regard to all the circumstances of the case, including the position of the metropolitan borough councils and the companies with respect to such supply ; and (iii.) what, if any, alteration of existing statutory provisions may be necessary for the purpose.
- 2.—The Committee are empowered to confer with such Government departments as they think necessary and with the local authorities and companies generating or supplying electric current in London, but, before becoming committed to any proposal affecting the Council's position as a loan sanctioning authority, they shall consult the Finance Committee thereon.
 - 3.—The Committee are empowered to obtain such expert advice as may be necessary.
 - 4.—The Committee shall submit to the Council such returns and statistics, both financial and general, as will illustrate their argument and conclusions.

Midwives Acts.

Under sec. 8 of the Midwives Act, 1902, the local supervising authority (the Council) may delegate, with or without any restrictions or conditions as it may think fit, any powers or duties conferred or imposed on it by or in pursuance of the Act, to a committee appointed by it and consisting either wholly or partly of members of the Council . . . and women shall be eligible to serve on such committee.

CONSTITUTION OF COMMITTEE—4 members of the Council and women not exceeding 3 in number, appointed by the Council.

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—The Committee shall consider and report to the Council on all matters relating to the Midwives Acts, 1902 and 1918, but shall have authority to institute legal proceedings under the Act on behalf of the Council, and to suspend any midwife from practice in accordance with the rules made by the Central Midwives Board under the Midwives Act of 1902, if such suspension appears necessary in order to prevent the spread of infection. The Committee shall report to the Council action taken by them under this authority. 17-12-18
- 2.—The Committee shall be authorised to communicate with the Central Midwives Board as to any infringements of the rules of the Board or to call the attention of a midwife to an infringement by her of these rules.
- 3.—The Committee shall have the direction of all persons exclusively employed under any of the Acts of Parliament or Orders named or referred to in their order of reference, provided that the number of persons to be permanently employed, the rates of pay, and every appointment, promotion or dismissal shall be subject to the approval of the Council.
- 4.—The Committee are authorised to deal during a recess with matters of ordinary current administration requiring immediate action on behalf of the Council, provided that (i.) such matters are within the reference to

the Committee and do not involve new principles, or expenditure not authorised by the Council, and (ii.) the Committee act only upon such decisions as may be unanimously arrived at by the members present, and report to the Council anything done under this authority, and (iii.) provided that the attention of the clerk of the Council shall be specially drawn to any cases proposed to be dealt with under this authority and to his being satisfied that they are in the nature of routine work of special urgency.

Small Holdings and Allotments.

(Appointed on 8th March, 1921.)

Under the Small Holdings and Allotments Act, 1908, sec. 50, the Council is required to appoint a small holdings and allotments committee, consisting either wholly or partly (but not less than a majority) of members of the Council. All matters under the Act, except the power of raising a rate or borrowing money, must stand referred to the committee for report, but the Council may deal with urgent matters without such report. Powers which stand referred to the committee may be delegated to them by the Council. The constitution of sub-committees is regulated by the Act (sec. 50 (2)).

CONSTITUTION—7 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—(a) Control and management of all land, buildings and other property acquired or hired by the Council for the purposes of small holdings or allotments and such other land in the Council's possession as may, under due authority, be utilised temporarily for the like purposes.
(b) Consideration of rules under the Small Holdings and Allotments Acts, 1908 to 1919.
(c) Applications made by tenants affecting the planting and cultivation of the land as provided by the rules under the Small Holdings and Allotments Acts, 1908 to 1919.
(d) Direction of all persons exclusively employed on small holdings and allotments under the control of the Council.
- 2.—The standing orders which specifically relate to standing committees, shall apply to the Committee as if they were a standing committee.
- 3.—The Committee shall report their proceedings, in accordance with the provisions of standing order No. 163 (b), at the third meeting of the Council in July and October, the first meeting in February and the first meeting after the Easter recess.

Staff (Appeals).

(Appointed 13th December, 1921.)

CONSTITUTION OF COMMITTEE—5 members (excluding *ex officio* members).

QUORUM—3 members (excluding *ex officio* members).

REFERENCE TO COMMITTEE.

- 1.—To consider all complaints by officers and employees, other than teachers and such members of the staff of residential institutions as may be provided by regulation with a right of appeal similar to that secured by standing order No. 323, with regard to their treatment by the heads of

their respective departments, whether the matter complained of is the subject of report to a committee or not, and shall determine, or recommend the Council to determine, any appeal as the case may require.

- 2.—Only those members of the Special Committee by whom the whole of an appeal has been heard shall be entitled to vote thereon.

Teachers' Superannuation.

The School Board for London (Superannuation Scheme) Act, 1902, provides that the teachers' superannuation fund shall be administered in the same manner as before the passing of the Act. The fund is accordingly administered through a committee consisting of four representatives of the Council and four representatives of the teachers who are members of the fund. The Council appoints the chairman of the committee.

CONSTITUTION OF COMMITTEE—See above.

QUORUM—3.

REFERENCE TO COMMITTEE.

- 1.—The Committee through whom the Council is to administer the Superannuation (Teachers) Fund shall be known as the "Teachers' Superannuation Committee."
- 2.—The Committee are authorised to report direct to the Council.
- 3.—The tenure of office of members of the Committee shall be three years but in the cases of any members appointed or elected to fill actual vacancies their tenure of office shall end concurrently with that of members appointed and elected at the last triennial constitution of the Committee.
- 4.—The Council shall make all new appointments of representatives of the Council on the Committee whether to supply triennial or casual vacancies on the nomination of the General Purposes Committee and appoint the chairman of the Committee in the same way. If and as any vacancy in the teachers' representation occurs, the Superannuation Committee shall proceed to secure the election of a new representative of the teachers by giving each member an opportunity of voting for such one person as, being a member of the fund, they shall think right, and no restriction shall be imposed as to the class of teacher to be elected. The candidate receiving the largest number of votes shall be the person elected to serve. The clerk of the Council shall be returning officer in any such election.
- 5.—The Superannuation (Teachers) Fund shall be administered according to the provisions of the School Board for London (Superannuation Scheme) Act, 1902.

Welfare of the Blind.

(Appointed on 11th October, 1921.)

CONSTITUTION OF COMMITTEE—7 members (excluding *ex officio* members).

QUORUM—One-fifth (excluding *ex officio* members). [S.O. No. 147]

REFERENCE TO COMMITTEE.

- 1.—The Blind Persons Act, 1920, so far as it is not within the order of reference to any other committee.
- 2.—The standing orders which specifically relate to standing committees, shall apply to the Committee as if they were a standing committee.

- 3.—The Committee shall report their proceedings, in accordance with the provisions of standing order No. 163 (b), at the first meeting of the Council in July, October and January, and after the Easter recess.

London Old Age Pensions Committee.

Under the Old Age Pensions Act, 1908, sec. 8, the Council is required to appoint a local pension committee, the members of which need not be members of the Council. The committee may appoint sub-committees consisting either wholly or partly of members of the committee, and may delegate absolutely or conditionally to any such sub-committee any powers and duties of the committee under the Act.

Under the Old Age Pensions Regulations the number of members of the committee shall be not less than seven and not more than the number of the Council as the Council may determine. The Council make may regulations as to the quorum, proceedings and place of meeting of the committee, but, subject to any such regulations, the committee may determine quorum, etc. The quorum shall be not less than three. The term of office of a member of the committee shall be three years or such less term as may be fixed by the Council at the time of appointment.

CONSTITUTION OF COMMITTEE—20 members.

[28-2-22

QUORUM—7.

[Rule of London Old Age Pensions Committee

[The Council has not made regulations as to the quorum, proceedings etc., of the Local Pension Committee, but on 22nd September, 1908, (Council Minutes, pp. 466-9), the Council approved and recommended to the Committee for adoption, a scheme providing for (i.) the appointment of sub-committees in specified districts; (ii.) the constitution of such sub-committees and the delegation to them of certain powers of the Committee; and (iii.) the Committee to meet at the County Hall and to present to the Council at the end of each quarter a report of their proceedings and expenditure, calling attention to any special matters or difficulties and submitting the registers kept under the Act and a return of the attendances of members at the meetings of the Committee and sub-committees. This scheme was subsequently adopted by the Committee. On 26th April, 1921, the Council decided that the Committee should not be required in future to report their proceedings and expenditure to the Council.]

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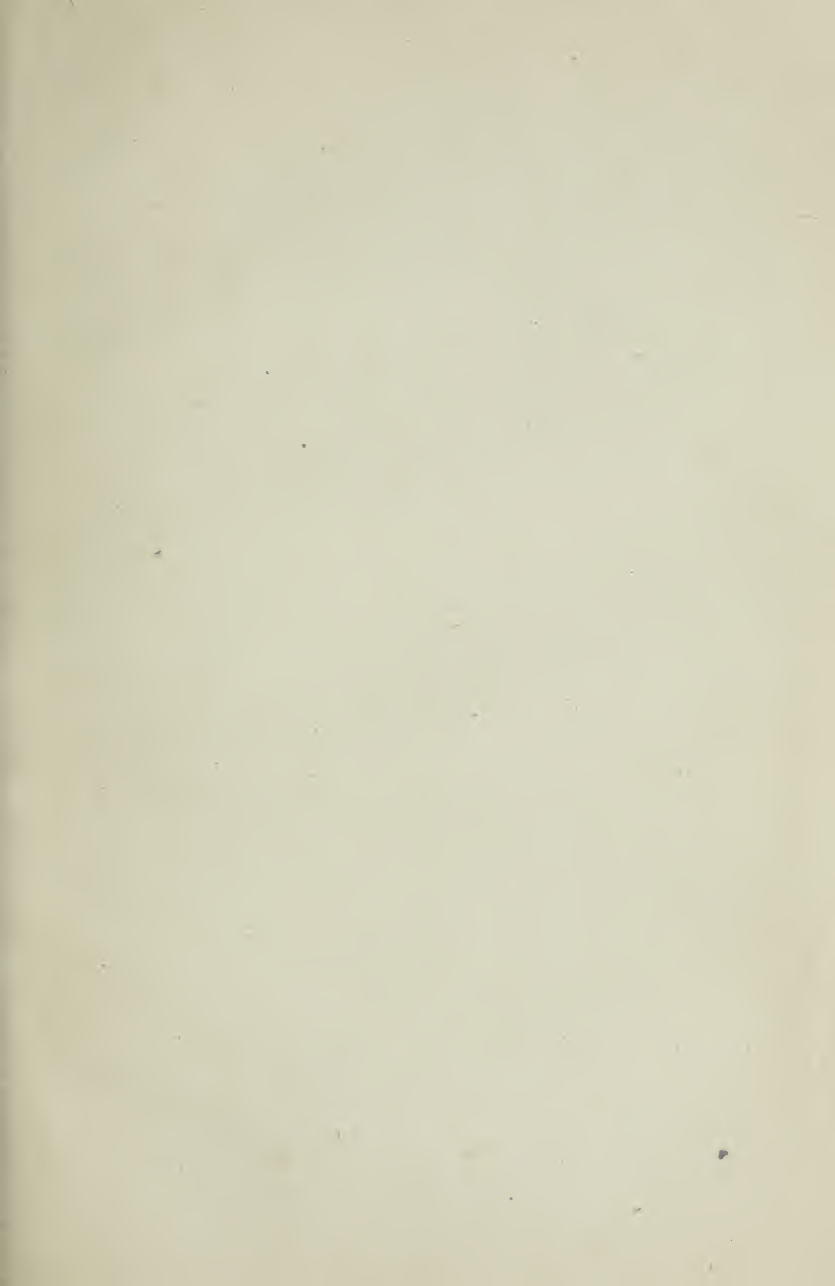
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